**CURRICULUM VITAE**

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**GAUSUNNISHA**

**GAUSUNNISHA.331883@2freemail.com**

**Asst. Pharmacist**

CARRIER OBJECTIVE

My aim is to showcase my skills as an experienced Pharmacy assistant. I also wish to provide excellent support to Pharmacists, Physicians and other healthcare professionals and to provide excellent customer service and ensure each customer gets personal attention.

PROFESSIONAL EXPERIENCE

**2014-2015 Worked as sales executive in Kesava Medicals**

***DUTIES & RESPONSIBILITIES***

* Assist in the daily processing of medication orders
* Advice on the dosage of medicines and the most appropriate form of medication
* Maintain patient records and inventory in store
* Coordinate and schedule the delivery of medications orders
* Assisted the Head Pharmacist with his daily activities
* Type and fix labels on medication box
* Reconcile pharmacy invoice and verify it with sales record
* Assist with administrative duties and medication delivery
* Answered telephone in a timely manner and satisfied caller's queries
* Transferred doctor's calls for new prescriptions to senior pharmacists
* Generated prescription labels for refills
* Created and updated purchase orders and acknowledged invoices
* Verified new prescriptions and notified pharmacist
* Selling the over-the-counter medicines

**2011 – 2012 Worked as Assistant pharmacist in Indira Gandhi Medical Collage &Research Institute (24/10/2011 to 20/03/2012)**

***DUTIES & RESPONSIBILITIES***

* Compounding and dispensing for indoor and outdoor patients
* Check prescriptions to make sure there are no errors and that they’re appropriate and sale for the individual patient.
* Provide advice on the dosage of medicines and the most appropriate form of medication
* Filling and labeling of medical containers
* Maintain adequate stock of medications and generate requisition in a timely manner
* Ensured completeness and accuracy of Pharmacy records
* Assisted the Head Pharmacist with his daily activities
* Maintain patient records and inventory
* Receives delivery from a supplier, stocks the shelves and verifies the amount of product in the package matches the amount of product ordered.
* Perform inventory counts on a regular basis

EDUCATION QUALIFICATION

 **B.Pharm (2007 – 2011) – 76.91%**

Pondicherry University

Mother Theresa Post Graduate and Research Institute of Health Sciences, College Of Pharmacy, Puducherry.

 **Higher Secondary (2005 – 2007) – 78.83%**

Thiruvaluvar Govt. Girls Higher Secondary School, Puducherry.

 **SSLC (2005) – 87.2%**

Govt. High School, Sulthanpet, Puducherry.

COURSES

* Basic Pharmacology
* Pharmacy Calculations
* Pharmacy Maintenance
* Pathophysiology
* Dispensing and community pharmacy
* Basic Inventory

COMPUTER KNOWLEDGE

* Diploma in Office Management [MS Office (Word, Excel, PowerPoint and Access),
* Tally
* DDTP (Corel DRAW, Page Maker, Photoshop) & Internet].

STRENGTHS

* Expertise in assisting Pharmacists in interpreting and transcribing medication information
* Proficiency in receiving prescriptions and verifying the needed data on the pad
* Proficiency in rotating stock (First in, First out)
* Experience in stock pricing and shelving
* Experience in medication inventory\Excellence in gathering information and statistics regarding new prescriptions and refills
* Adeptness in maintaining important records of the pharmacy
* Pro active and able to work under stress
* Quick learner with strong desire to learn new knowledge
* Excellent interpersonal skills & Communication skill
* Good in dealing in difficult situations and ability to remain positive
* Team player with emphasis on quality and efficiency
* Highly reliable and well organized
* Courteousness

PERSONAL INFORMATION

**Date of Birth :** 25th September 1989

**Languages :** English & Tamil

**Nationality :** Indian

**Religion :** Islam

**Marital Status :** Married

**Visa Status :** Visit Visa (Valid till 3rd February 2016)

**Declaration:**

I hereby declare that the above cited information is true to the best of my knowledge and belief, if given a chance, I can prove myself.