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**NOREEN**

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**Position Applied:** Pharmacist / Staff Pharmacist / Pharmacy Technician

**Objective:** To be able to find a job that suit my qualifications and to improve my

skills in pharmaceutical area.

**Work Experience:**

**Armed Forces Hospitals Programme Southern Region**

**Khamist Mushayt, Saudi Arabia**

**(August 8, 2008 – August 8, 2016)**

**Duties as a Pharmacy Technician:**

* **To assist the pharmacist in the performance of routine pharmacy activities, including clerical and inventory duties.**
* **To perform dispensing to the in-patient and out-patient.**
* **To perform stock control within the pharmacy.**
* **To perform aseptic and non-aseptic pharmacy manufacture.**
* **To perform other appropriate task and duties that are assigned within their levels of skills, abilities and knowledge.**
* **To participate in the late duty rota.**
* **To participate in a rotation system between pharmacy sites.**
* **To assist with ward stock supply and assume responsibility for the pharmaceutical stock on the ward they are assigned to.**
* **To perform dispensing and stock control using Pharmacy computer system.**
* **Perform TPN and I.V Admixture**

**St. Elizabeth Hospital, Inc.**

**General Santos City**

**(March 19, 2008 – July 2008)**

**Duties as a Pharmacist:**

* Fill prescription and dispense drugs.
* Label all drugs containers issued to various services.
* Check the manufacture and expiration dates and labels of drugs.
* File prescription and maintain them for the required number of years as prescribed by law.
* Make certain that the right patient takes the right drug and right dosage at the right time.
* Prepare the emergency purchase / purchase requisitions.
* Compounds, prepares, mixes, packages and dispense medicines and preparations.
* Maintain follow-up inventory weekly.
* Prepare and check charges for Medicare patient and HMO.
* Attend scientific seminar – workshops / consultative meeting and continuing education on drug – related matters and hospital pharmacy practices.

**Family Care Hospital**

**Macaria Ave. Pacita Complex ,**

**San Pedro Laguna**

**(May 02, 2006 to February 17, 2008)**

**Duties as a Pharmacist:**

* Supervise dispensing, charging, posting of charges of in and out patients.
* Prepare the emergency purchase / purchase requisitions.
* Assesses inventory needs, develop bid list and recommends manufacturers, suppliers to implement a cost effective pharmaceutical programs.
* Maintain adequate inventory levels.
* Compounds, prepares, mixes, packages and dispense medicines and preparations.
* Maintains accurate records of prescriptions dispensed; orders receive and restores pharmaceutical supplies.

**Procter and Gamble Phils.**

**LISP, Pulo Cabuyao, Laguna**

**(November 2004 to October 2005)**

**Duties as Laboratory Technician:**

* Performs physical test, qualitative test and quantitative analysis on samples in accordance to products monograph and SOP.
* Helps in the implementation of SOP for Good Laboratory Practices, CGMP.
* Reports daily to QC's products whose physical and chemical test conforms to release specifications needed by QC's in the preparation of "release stickers" and those with product discrepancy.
* Accomplish necessary laboratory reports.
* Execute incidental analysis on change over samples, trade surveys samples, experimental order samples and consumer complaints samples.
* Monitor equipment calibration period and ensure on-time calibration of all equipment. A) Perform internal calibration for equipment with established and validated calibrating procedure. B) Request for calibration of equipment requiring external services.
* Investigate and prepare gap analysis when there are out of limits results due to analytical error.
* Responsible for chemical and reagent labeling, preparation and standardization.
* Responsible for the documentation and tracking of out of specification samples for finished products.
* Performs DI water analysis and Finished Good analysis to detect the presence and absence of microorganism.
* Performs Swabbing of Equipments to detect the presence and absence of microorganism.
* Preparation of media such as Tryptic Soy Agar, Sabourode Dextrose Agar, Cetrimide Agar, Mac Conkey Agar, Polyvalent Universal Neutralizer and Modified Leethen Broth.
* Reading the growth of microorganism.
* Restreak and gram staining of the growth of microorganism.

**General Drug and Chemical Company**

**#86 May Flower St. Mandaluyong City**

**(November 2002 to November 2004)**

**Quality Control Inspector**

* Monitors good manufacturing process in the area.
* Handles in-process rejection procedures when defective materials are encountered.
* Performs all necessary physical test at a specified frequency. A) Granules - Physical appearance, moisture content. B) Liquid - pH of the product, viscosity, specific gravity, creaming test or cylinder test, physical appearance,. DI water - Daily checks on water quality. C) Tablets - inspect the weight, hardness, thickness, abrasion, disintegration time and the physical appearance of the tablets.
* Performs in-process inspection during making and packaging run of the product.
* Performs finished goods inspection ( solid, liquid, powders, ointments, vials ).
* Withdraw samples at specified strategic points of manufacturing and submit them to Quality Control Laboratory for analysis.
* Checks weight and witness incorporation of potent raw materials.

Inspects items like bottles, vials, caps, films, shippers or individual box.

**On the Job Training:**

* Traffic Pharmacy, Davao City
* Hizon Laboratory, Antipolo City
* Brokenshire Integrated Health Ministries Inc.

**Education:**

* **Primary:** Notre Dame of Tacurong Elementary Department
* **Secondary:** Notre Dame of Tacurong for Girls
* **Tertiary:** San Pedro College, Davao City

**Skills:**

* Knowledge in MS word and MS Excel.
* Can operate instruments such as UV-VIS Spectrophotometer, Autoclave, Viscometer, Caliper, pH meter, Specific gravity, Friabilator, and disintegrator.

**Personal Information:**

Age: 34 years old

Date of birth: October 14, 1981

Height: 4'11

Civil Status: Single

**Accreditation:**

* Registered Pharmacist, Philippines

February 2003

License number:

* Saudi Council: 10-A-T-

I hereby certify that the above information are true and correct to the best of my knowledge.