**Curriculum Vitae of Suliman**

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|  | **Personal details** |
| **Contact Number**  **Email** | +971501685421  [Suliman.339460@2freemail.com](mailto:Suliman.339460@2freemail.com) |
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| **Nationality** | South African |
| **Home language** | English |
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| **Religion** | Islam |
| **Employment Equity Status** | EE Coloured (Male) |
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|  | **Education & Training** |
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| **School** | Laudium High School |
| **Qualification** | Matric |
| **Year obtained** | 2001 |
| **Institution** | ComfiCor |
| **Qualification** | Pharmacist Assistant Post Basic |
| **Year obtained** | December 2010 |
| **Institution** | Tshwane University of Technology |
| **Qualification** | Computer Engineering |
| **Year obtained** | November |
| **Computer skills** | * MS Office, Unisolve, Winscript, Tribill, Computer Engineering, IT. |
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| **Memberships** | South African Pharmacy Council |

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| **Employer** | **Clicks Pharmacy Promenade** |
| **Type of Company** | Retail |
| **Size of Company** | Large |
| **Position held** | Pharmacist Assistant Post Basic |
| **Service period** | 01 February 2016 - Current |
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| **Key responsibilities** | * Dispense medication as per prescription by doctor or self medication * Handle any computer technicalproblems * Ordering of stock * Stock rotation * Stock control * Housekeeping * Assist clients on pharmacy floor * Manage medical aid queries and medication authorization. * Prepare medication * Assist Manager with administration duties of pharmacy at management level. * Capturing of invoices and unpacking stock. * Reconciliation of invoices. * Preparations of stock take. * Assist and help colleagues when necessary. |
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| **Reason for Leaving** | Would like to further my Knowledge and experience in my field of work at hospital level. |

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| **Employer** | **Medirite Blue Downs** |
| **Type of Company** | Retail |
| **Size of Company** | Large |
| **Position held** | Pharmacist Assistant Post Basic |
| **Service period** | 01 January 2012 –31 January 2016 |
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| **Key responsibilities** | * Dispense medication as per prescription by doctor or self medication * Handle any computer technicalproblems * Ordering of stock * Stock rotation * Stock control * Housekeeping * Assist clients on pharmacy floor * Manage medical aid queries and medication authorization. * Prepare medication * Assist Manager with administration duties of pharmacy at management level. * Capturing of invoices and unpacking stock. * Daily banking. * Reconciliation of invoices. * Preparations of stock take. * Assist and help colleagues when necessary. |
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| **Reason for Leaving** | To further my Knowledge and experience in my field of work. |

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| **Employer** | **Reo Pharmacy** |
| **Type of Company** | Retail |
| **Size of Company** | Large |
| **Position held** | Pharmacist Assistant Post Basic |
| **Service period** | December 2007–31 December 2011 |
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| **Key responsibilities** | * Dispense medication as per prescription by doctor or self medication * Handle any computer technicalproblems * Ordering of stock * Stock rotation * Stock control * Housekeeping * Assist clients on pharmacy floor * Manage medical aid queries and medication authorization. * Prepare medication * Assist Owner with administration duties of pharmacy at management level. * Capturing of invoices and unpacking stock. * Daily banking. * Reconciliation of invoices, creditors and debtors including medical aid schemes. * Preparations of stock take. * Assist and help colleagues when necessary. |
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| **Reason for leaving** | To gain better experience and grow in my field of studies. |

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| **Employer** | **MA Security Group (Suliman’s father’s business)** |
| **Type of Company** | Security |
| **Size of Company** | Large |
| **Position held** | Supervisor |
| **Service period** | April 2007 - October 2007 |
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| **Key responsibilities** | * Supervisor sites with guards * Pick and drop off guards at shift change * Complete related admin * Make sure guards are stationed correctly and performing their duties * Debrief guards after every shift * Write reports regarding any incidents on a particular shift |
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| **Reason for leaving** | To Continue my studies as a Pharmacist Assistant. It was a Temp Job. |
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| **Employer** | **Louis Pasteur Private Hospital** |
| **Type of Company** | Private Hospital |
| **Size of Company** | Large |
| **Position held** | Pharmacy Administrator/Data Capture/Stock Controller |
| **Service period** | December 2003 - March 2007 |
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| **Key responsibilities** | * Handle any computer technicalproblems * Ordering of stock * Stock rotation * Stock control * Housekeeping * Assist clients on pharmacy floor * Manage medical aid queries and medication authorization. * Over see team preparing ward stock and check. * Assist Manager with administration duties of pharmacy at management level. * Capturing of invoices and unpacking stock. * Daily banking. * Reconciliation of invoices, creditors and debtors including medical aid schemes. * Preparations of stock take. * Assist and help colleagues when necessary. |
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| **Reason for leaving** | Moved to Cape town to run my dad’s business as he fell ill |