CURRICULUM VITAE

**Prudence** 

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**CAREER OBJECTIVE:**

## Pharmacy assistant with 4 years of experience in retail pharmacies.Recognised for ability to efficiently dispense and package prescriptions with utmost accuracy. Proven record in implementing processes that improve overall productivity. Provide superb customer service, ensuring client retention and loyalty.

**Core Competencies**

* Medical and Medication Terminologies
* Interpersonal skills
* Written and verbal communication
* Data entry
* Pharmaceutical operation
* Excellent customer service

**EDUCATIONAL QUALIFICATION:**

* 8 O Levels
* Certificate in Pharmacy Assistant ( University Of Zimbabwe College of Health Sciences)
* First Aid Certificate
* Health And Safety Certificate

**WORK EXPERIENCE:**

**Dispenser at CLICKS Group Limited (Health and Pharmacy) Pretoria South**

**Africa Jan 2012-Sep 2014**

**DUTIES AND RESPONSIBILITIES:**

* Provided friendly customer at prescription drop off and pick up counters
* Answer and screen phone calls for the staff pharmacist in a friendly efficient manner
* Perform cash and register operation
* Script sorting and provided customers with recommendation on OTC lines on pharmaceuticals and cosmetic products
* Verified patient information and processed Medicare and Medic aid payments
* Responsible for stock ordering and retail display

**Pharmacy Assistant at Olichem Pharmacy Zimbabwe Nov 2014- Oct 2016**

**DUTIES AND RESPONSIBILITIES:**

* Greeting customers who enter the shop with a smiling face
* Prepares medication by reviewing and interpreting physician orders, detecting therapeutic incompatibilities
* Dispenses medication by compounding, packing and labeling pharmaceuticals
* Provided pharmaceutical information by answering questions and request of care professionals, counseling patient on drug therapy
* Responsible for stock take
* Contributed to team effort by accomplishing related results as needed

**ACHIEVEMENTS**

* Changzhou China 2015
* Attended a seminar for Standardization of African countries

**ADDITIONAL INFORMATION**

**Job-related skills**

* Good team player
* Time conscious
* Capable handling multiple assignments
* Customer and result oriented
* Computer knowledge i.e. Microsoft Office,Word,Excel,Access

**PERSONAL INFORMATION:**

* NATIONALITY : Zimbabwe
* VISA STATUS : VISIT VISA

**REFERENCES**: Available Upon Request