

**NADIRA**

[**NADIRA.350823@2freemail.com**](mailto:NADIRA.350823@2freemail.com)

**Objective:-**



To take up a challenging position in an organization that provides an environment conductive to enjoy working and which utilizes my capabilities and skills towards the achievement of organization objectives.

**Post Applied for: PHARMACY TECHNICIAN**



**In Abu Dhabi about 8 -*years professional experience* in Pharmacy**

**Core Competences:-**



Preparing & Dispensing Medication| Inventory Control | Expiry Medication │Team Building | Medication storage /Management | Medical insurance invoice / Management |

**Professional Experience:-**



* **June 2014 to May 2016 -Pharmacy Technician Ι Working under NOOR AL HAYAT PHARMACY BRANCH –1 at Mussafah, Abu Dhabi.**
* **June 2010 to May 2013- Pharmacy Technician Ι Working under CAPITAL AL AHALIA PHARMACY at Mussafah clinic managed by AL AHALIA GROUP.**
* **November 2007 to May 2010- Assistant Pharmacist Trainee | Working under MUSSAFAH PHARMACY at Mussafah, Abu Dhabi clinic managed by AL AHALIA GROUP.**
* **November 2001 to December 2003 -Pharmacist | Worked with one of the leading Hospital in Kerala WELCARE HOSPITAL, Kerala, India**

**My duties includes**

* Participates in the Pharmacy Team dispensing Pharmaceuticals.
* Prepare prescriptions for dispensing and assist the pharmacists.
* Ensures prescriptions, approvals, information of patients are right and ready for processing.
* Provide the best service to the patient in the medicine section in the pharmacy department.
* Maintain the computerized system to monitor and update the stock level in the assigned area.
* Maintain the storage of medicines according to its category. Counts, measures and weigh medicines. Fills bottles’labels under the supervision of the Pharmacist and according to agreed Procedures
* Monitor the nearing expiry/expired item in order to dispose them according to the policy.
* Report to the Pharmacist In-charge regarding shortage of medicine.
* Maintains all kinds of Pharmacy Records.
* Ensure the contractual regulations with the Insurance/other companies are complied with.
* Follows HAAD rules and regulations.
* Follows established departmental policies, procedures and objectives continuous quality improvement objectives and ensure pharmacy staff compliance
* Sound knowledge of insurance billing system (Excellent experience in dealing with different kinds of Health insurance companies over u.a.e - Daman, Nas, Nextcare, Alico, Mednet, Ngi (Health net),Globe med, Neuron, Oman Insurance & Al Khazna etc.)

Page 1

**Educational Qualification:-**



* **Diploma in Pharmacy** from The Board of Directorate of Medical Education-Kerala, India in 2000
* **Higher Secondary Examination(Science Group)** from the board of Higher secondaryexamination-Kerala, India in March 1998
* **Basic Computer Software** (MS Office–Word Processing, Excel, etc).

**Professional Registrations:-**



* Successfully passed ***Pharmacy Technician*** ***–*** ***HAAD Exam*** on March 2010 from Health Authority of Abu Dhabi – United Arab Emirates. **(License No.GP 12654)**
  + Successfully passed ***Assistant Pharmacist - MOH Exam*** on December 2006 from Ministry of Health – United Arab Emirates.
  + Completed 52 hours Continue Medical Education (CME) approved by Health Authority of Abu Dhabi
  + Registered Pharmacist with Kerala State Pharmacy Council, Kerala – India

**My strength**



* Positive attitude towards work.
* Hardworking, Strong work Ethics.
* High sense of commitment and dedication
* Good verbal and written communication
* Comprehensive problem solving abilities

**Linguistic Proficiency**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Verbal | : | English, Arabic, Hindi & Malayalam |
|  |  | Written | : | English, Arabic, Hindi & Malayalam |
|  |  | |  |  |
|  |  |  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |  |  |  |

**Declaration**



**I hereby declare that the above mentioned information is correct and I bear the responsibility for the correctness of the above mentioned particulars**

Page 2