Safair

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#  OBJECTIVE

My aspirations are being formed to be an active part of a professionalworkenvironmentthatallowsmetolearnandprogressasanambitiousindividual.Iamseeking a challenging position in **PHARMACY TECHNICIAN**, which suitsmy educationandexperienceandhopingtobeapartofyouresteemedorganization, where by I can use my analytical and interpersonal skills to achieve my potential inacompetitiveenvironment

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.****No.** | **Examination** | **Board/University** | **Yearof Passing** | **Grade**/**%** |
| **1** | HAADExam**(GP16276)** | Health Authorityof AbuDhabi | 2015 | Passed |
| **2** | Diploma inPharmacy (**Reg.No:-37025**) | Directorate ofMedicalEducation | 2008 | 63.2% |
| **3** | Higher SecondaryEducation | State Board,Kerala,India | 2005 | 59.7% |
| **4** | Secondary SchoolLeaving Certificate | State Board,KeralaIndia | 2002 | 63% |

#  WORKEXPERIENCE

1. **Shareef Pharmacy** Abu Dhabi,UAE

Job Title: Pharmacy Technician

Date of Employment: Feb 2016 to Present

Duties andresponsibilities:

* + Assists licensed pharmacist in selling and preparing medications topatients
	+ Taking insurance approvals (online andtelephonic)
	+ Processes claim forms, collects co-pays and co-insurancemaximums
* Purchasesmedicine
* Receives stocks delivery and bar coding, transfers stocks to otherbranch

Updating

* + expirylists
	+ Managing and processing online and electronic medical insurance claimsby:
	+ Posting claims into computer utilizing knowledge of CPT, ICD-9 codesand medicalterminology.
	+ Keeping all records of claims and follow up on rejectedclaims.
	+ Resolving problems resulting from claimsettlement
* Monthly submission of medical insurance claims electronically andmanually
* Provides timely customer service to patients, billing departments and otherinsurance companies on the subject ofclaims
* Answer inquiries from patients on the subject of claim, eligibility, coveredbenefitsand approval statusissues.
1. **Taha Pharmacy (Taha Medical Centre),** Abu DhabUAE

Job Title: PharmacistTrainee

Date of Employment: Oct 2011 to Aug2015

Duties andresponsibilities:

* Assists licensed pharmacist in selling and preparing medications topatients
* Taking insurance approvals (online andtelephonic)
* Processes claim forms, collects co-pays and co-insurancemaximums
* Posting and processing to our official system NTS thru CITRIX server ofHospital Information Management System(PALASH)
* Regular meeting with doctors for stocksavailability
* Purchasesmedicine
* Receives stocks delivery and bar coding, transfers stocks to otherbranch
* Updating expirylists
* Documents all activities thruGRM
* Managing and processing online and electronic medical insurance claimsby:
	+ Posting claims into computer utilizing knowledge of CPT, ICD-9 codesand medicalterminology.
	+ Keeping all records of claims and follow up on rejectedclaims.
	+ Resolving problems resulting from claimsettlement
* Monthly submission of medical insurance claims electronically andmanually
* Provides timely customer service to patients, billing departments and otherinsurance companies on the subject ofclaims
* Answer inquiries from patients on the subject of claim, eligibility, coveredbenefitsand approval statusissues.

**Apsara Medicals Kaniyapuram**PO, Trivandrum r, Kerala,IndiaJob Title: Pharmacist

Date of Employment: April 2008 to Feb.2011

Duties andresponsibilities:

* Dispensed prescription medicines topatients
* Checked dosage and ensured that medicines are correctly and safely suppliedand labelled
* Sold over- the-countermedicines
* Liaised with doctors aboutprescriptions
* Counseled and advised patients on the treatment of minorailments
* Advised patients of any adverse side-effects of medicines or potentialinteractionswith othermedicines/treatments
* Proper patient followed-up
* Expiryupdates
* Managed, supervised and trained pharmacy supportstaff
* Budgeting and financialmanagement
* Kept up to date with current pharmacy practice, new drugs and theiruses.

#  SKILLS &ACHIEVEMENTS

Driving license inUAE

Proficient in MS Word, Excel, Power Point, WindowsOSFamiliar with Open jet, PBM , Pulse, ICD Codesetc.

Speaks – English, Hindi, Malayalam andArabic

Read & Writes – English, Hindi, Malayalam andArabic

# DECLARATION

I hereby declare that all the above information given is true to the best of my knowledge & belief.