**CURRICULUM VIATE**

RAFIK

Rafik.359399@2freemail.com

**Career Objective:**

Seeking a position to utilize my skills & abilities in the industry that offers professional growth while being resourceful, innovative & flexible.

**Qualification Highlight**

* Collecting,Checking and Verfication
* Recognized for my ability to manage a large number of patient accounts
* Reduced supplier expenses through negotiation with key providers
* Developed a solid network of medical personnel and increased new patient levels
* Documentation,Posting and updating the system
* Co ordinated and Balanced schedule
* Movement of cash handling
* Effective management and supervisory skills.
* Work well as a team member or independently.
* Met or exceeded all performance goals to date.
* Resourceful, energetic, competent, multi-task and results-oriented.
* Language proficiency in **English, Hindi, Marathi, Kachhi**

**Educational Qualification**

**Diploma in Pharmacy MSBT University**

 **June, 2015**

**Higher Secondary School (H.S.C),kokan University**

 **Feb, 2013**

**Secondary School Certificate (S.S.C), Kolhapur University**

 **March, 2011**

**Experience:**

**Firm Name: Janta Medical**

**Place:** Ratnagiri India

**Designation:** Assistant Pharmacist

**Date**: December 2016 to Present

**Job Description:**

* Handling patient.
* Purchasing of short medicine.
* Handling of short expiry products.
* Regular reports of payments received and payments done
* Daily updates with regards to customers
* Taking Approval for Medical Insurance
* Ensuring proper maintainence of cash flow
* Maintaining Medical Insurance records

**Firm Name: Taj Medical.**

**Place:**Sangmeshwar Ratnagiri

**Designation:** As a Trainne

**Date**: June 2015 to November 2016.

**Job Description:**

* Handling patient.
* Purchasing of short medicine.
* Handling of short expiry products.
* Regular reports of payments received and payments done
* Daily updates with regards to customers
* Taking Approval for Medical Insurance
* Ensuring proper maintainence of cash flow
* Maintaining Medical Insurance records

**Computer Awareness:**

* **Software: Microsoft Word, Excel, PowerPoint, Outlook Express & Internet Browser**

**Personal Strength:**

* Good communication skills.
* Equally comfortable in working with individuals and groups.
* Ability to learn and adapt new processes.
* Possessing a keen desire to learn and willing to take challenges.

**Personal Profile:**

**Full Name : MohamedHusain Rafik Manga**

**Father's Name : Rafik Ismail Manga**

**Maritual Status :** Single.

**Gender :** Male.

**Nationality :** Indian.

**Language Known :** English. Hindi, Kacchi, Marathi

**Total Experience:**2 years

**Declaration:**

I hereby declare that the all above mentioned details are true to the best of my knowledge and belief.

**RAFIK**