**CURRICULUM VITAE **

Name: EVANS

E-mail: evans.361081@2freemail.com

**PERSONAL INFORMATION**

* NATIONALITY: Ghanaian
* MARITAL STATUS: Single
* DATE OF BIRTH: 7-9-1989
* VISA STATUS : Visit
* LANGUAGE: English
	+ - * PLACE OF RESIDENCE: Abu Dhabi, United Arab Emirates

**POSITION DESIRED:** Pharmacist Assistant **OBJECTIVE**
 *My aim is to showcase my skills as an experienced pharmacy assistant. I also wish to provide excelled support to pharmacist physicians and other healthcare professionals. My main objective is to become a pharmacy assistant at your institute*

 **STRENGTHS:**

* Expertise in assisting pharmacist in interpreting and transcribing medication information
* Proficiency in receiving prescriptions and verifying the needed data on the pad.
* Proficiency in rotating stock (first in, first out).
* Experience in stock pricing and shelving.
* Experience in medication inventory.
* Excellence in gathering information and statistics regarding new prescription and refills.
* Adeptness in maintaining important records of the pharmacy
* Proficiency in using Microsoft office programs
* Good communicator.
* Team player
* Reliability

**Experience Deseret Hospital, Accra – Ghana** **20014− 2016** Pharmacist Assistant **Responsibilities:**

* Assisted the head pharmacist in interpreting and transcribing medication data
* Tracked medication supply and inventory.
* Placed orders of received stocks of delivered medication as needed by the institution.
* Stocked shelves and priced medications as directed.
* Compiled prescriptions, patient are information’s and other important papers for the pharmacy.

**Health Concept Pharmacy, Accra−Ghana** **2012−2014** Pharmacist Assistant **Responsibilities:**

* Provided assistance to the pharmacist(medication refilling, dispensing etc)
* Received prescription and ensured their completeness and validity
* Provided the medication purchased by the patient.
* Keep track of the pharmacy’s supply and inventory.
* Refilled dwindling stocks by placing and receiving orders accordingly.
* Tagged and priced medications correspondingly.
* Ensured the completeness and accuracy o f the pharmacy records.

 **Education** Avenue Chemist Training College, Accra−Ghana 2011 − 2012 pharmacy technician certificate.

Ghanata High School, Accra –Ghana 2005−2008