Kathreen

Kathreen.366822@2freemail.com

**OBJECTIVE**

Commited professional with a genuine interest in improving patient experience and customer service focused on compliance. A fully qualified pharmacist able to prescribe certain medications and experienced in training and supervision tasks.

**EDUCATION**

**Bachelors of Science in Pharmacy**

St. Scholastica’s College, Tacloban April 2010

**EXPERIENCE**

**Pharmacy Assistant @ Al Manara Pharmacy**

**Dubai, UAE** April 2015 – Present

* Applying and coordinating with insurance companies for approvals of medicines
* Preparing claim forms and other insurance documents
* Mainting inventory of prescription drugs & over the counter medications
* Coordinating with vendors for deliveries
* Receiving stock in large volumes and placing them at the Store
* Managing cash register and POS System for recording daily sales
* Ensuring pharmacy is clean at all times
* Regular maintainance of pharmacy equipment
* Establishing and maintaining client’s profiles
* Upselling of promotional items
* Reporting head office on timely manner on day to day operations

**Acheivements:**

* Improved Sales of the branch by 27%
* Achieving Sales target on monthly basis with a consistent growth rate
* Retained customers by providing excellent customer service

**Medical/Pharmacutical Sales Representative @ Pulga Drug Enterprise**

**Tacloban, Phillipines** April 2013 – April 2014

* Manage sales accounts in region VIII (Leyte, S. Leyte & Biliran Area – Philipines)
* Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling
* Keeping detailed records of all contacts
* Planning work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager
* Promoting new pharmaceutical products to Clinics, Pharmacies, RHU and Hospitals
* Providing product training and information regarding the the usage, safety measures and all other concerned information.
* Monitoring competitor activity and competitors' products
* Keeping up to date with the latest clinical data supplied by the company, and interpreting, presenting and discussing this data with health professionals during presentations

**Acheivements:**

* Meeting my montly sales targets (and if possible exceeding)
* Annual contract with 3 major hospitals and various clinics
* Sales growth of 38% in the region by establishing great relationships with medical and supportive administration staff

**Pharmacist @ Watsons Pharmacy**

**Cebu City, Phillipines** August 2014 – December 2014

* Maintains safe and clean working environment by complying with procedures, rules, and regulations.
* Prepares medications by reviewing and interpreting physician orders; detecting therapeutic incompatibilities.
* Dispenses medications
* Controls medications by monitoring drug therapies; advising interventions.
* Provides pharmacological information by answering questions and requests of health care professionals; counseling patients on drug therapies.
* Coorindating with Insurance companies for approvals and verifying customer’s benefits
* Cash handling and POS hand over at shifts. Ensuring cash amount tallies with the POS sales report.
* To coordinate other health care staffers about medication therapies and common drug interaction and contraindication of patient.

**TRAININGS & INTERNSHIPS**

1. **Unigen Pharma Inc**

**Tacloban, Philipines**

1. hours minor community Internship
2. **Rose Pharmacy Inc. Zamora Branch**

**Tacloban, Philipines**

Job Taininee from May 1, 2010 up to May 30, 2010

1. **Philippine Institute of Traditional and Alternative Heath Care (PITAHC)**

**Tacloban, Philipines**

Sucessfully completed 200 hours Internship of Manufacturing Pharmacy

1. **Divine Word Hospital**

**Tacloban, Philipines**

Sucessfully completed 200 of minor hours Internship

1. **Bethany Hospital**

**Tacloban, Philipines**

 Completed 360 hours of Major Hospital Internship

**SKILLS**

|  |  |  |
| --- | --- | --- |
| * Microsoft Outlook
* Attention to Detail
* Customer Service
 | * Microsoft Office
* Exceptional Listener & Communicator
* Adaptability
 | * Flexible Team Player
* Results Driven Achiever
* Hardworking
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**PERSONAL INFORMATION**

**Marital Status :** Single

**Date of Birth :** 5th January, 1992

**Nationality :** Filipino

**Languages :** English, Tagalog and Waray

**Visa Status :** Employment Visa

**REFRENCES**

References & letter of recommendation will be available on request.