**Name:-Shiv**

[**Shiv.367016@2freemail.com**](mailto:Shiv.367016@2freemail.com)

**Objective:**

I would like to be exposed to a variety of functions & responsibilities that would allow me to develop professionally & personally. I believe that such an opportunity will add to my skills and thus eventually work my way to success.

**Education:**

***Master’s in Pharmacy (Pharmaceutics)*** from Manav Bharti University Affiliate with Himachal pardesh govt.,Solan (India).Percentage:-70.27%

Completed:-05/2011

***Bachelor in Pharmacy*** from Sri Sai College of Pharmacy College Affiliated with Punjab Technical University (PTU), Pathankot (India).

Completed: 07/2004 TO 05/2010

**S*enior School Certificate Examination*** from The Jammu and Kashmir State Board of School Education, Jammu (India)

Completed: 05/2004

***Matriculation School Examination*** from The Jammu and Kashmir State Board of School Education, Jammu (India)

Completed: 06/2002

**Employment History:**

1) At present, Working as a “In -charge-Pharmacy” cum “Registered Pharmacist” at **APKA DAWA BAZAR** (A retail chain of pharmacy), Jammu. This pharmacy have avg.sale of 2.10cr/month.

From:-16th nov, 2015 to till date.

**Designation:** In-charge-Pharmacy

**Responsibilities:**

* Dispense and review prescriptions to ensure accuracy.
* Maintain pharmacy day-to-day procedures and delegate staff responsibilities.

* Act in a lead or supervisory role in overseeing the workflow of pharmacy.
* Manage inventory, purchasing, and delivery processes for the pharmacy.
* Conduct random audit of stock every day.
* To take follow up of expiry and dump stock in pharmacy every month
* Follow up with customers to make sure they are satisfied with their purchases and to answer any questions.
* To make budget and target every month to achieve the sale.
* To make efforts to resolve the complaint of customers.
* To maintain cold chain storage of medicines.

2) Worked as a wholesaler/proprietor at **Shivam Pharmaceuticals,** sale and stock all kind of pharmaceutical medicines as well as surgical products. The firm was fully registered under J&K (INDIA) government with drug license no.Samba/W/71-72**.**

From 06/08/2014 to 03/11/2015

**Designation:** Proprietor

**Responsibilities:**

* Identify prospective customers by using business directories, follow leads from existing clients, and attend trade shows and conferences
* Contact new and existing customers to discuss their needs and to explain how specific products and services can meet these needs
* Help customers select products based on the customers' needs, product specifications, and regulations.
* Answer customers' questions about prices, availability, and product uses
* Negotiate prices and terms of sale and service agreements.
* Prepare sales contracts and submit orders for processing
* Follow up with customers to make sure they are satisfied with their purchases and to answer any questions.
* To make budget and target every month to achieve the sale.
* To give jobs and responsibilities to the staff.

3) Worked with **REDOX LABS**, A training division, which gives training to unemployed youth of Jammu and Kashmir about working in Pharmacy stores and manufacturing companies.

**From**:-22-10-2013 to 02-8-2014

**Designation:**-Pharma Trainer

4) Worked as Registered Retail Pharmacist at **SHARMA MEDICAL HALL**, a registered pharmacy shop with registration no. samba/R/322-323

From:-09/09/2011 to 03/12/2013

**Designation:** Pharmacist

**Responsibilities:**

* Administer prescription medicines to the public
* Make sure medicines supplied correspond with the prescriptions
* Make sure there is no dispensing error
* Keep a register of specialized drugs for stock control and legal purposes
* Sell medicines over-the-counter
* Counsel and advise patients on the treatment of minor ailments
* Manage needle and syringe exchange
* Measure and fit compression hosiery
* Monitor blood pressure, as well as cholesterol levels of customers when the need arises
* Offer diabetes screening exercise
* Arrange the delivery of prescribed medicines to patients
* Supervise, manage and train pharmacy support staff
* Participate in budget and financial management
* Update self regularly with current pharmacy practice, invention of new drugs and their uses
* Advice customers on health issues and medications
* Recruit, train, and manage staff
* Order, sell, and control medicines together with other stock
* Attend regular meetings with medical representative
* To maintain cold chain storage of medicines.