***Curriculum Vitae***

Name ***: Zohra***

Email : zohra.369062@2freemail.com

Date of Birth : 20 Mar 1985

Languages Known : Arabic, French & English & Spanish.

Nationality : Algerian.

# Objective

**Looking for a challenging position where by I can utilize my educational and professional experience to substantiate myself in a stimulating field within a professional and a civilized multinational organization.**

**To build a long-term symbiotic relationship with the organization, contribute effectively towards its growth.**

# Professional career

## PHARMACY ASSISTANT Relizane. Algeria Pharmacy Assistant         Oct 2010 - Oct-2013

* Check for expired medications & notify the pharmacist when stock is low.
* Take in and handle out prescriptions
* Use store’s computer systems to generate label and stock lists
* Order items for use within and outside department
* Receive, load and unload incoming goods from manufacturers, wholesalers and elsewhere
* Answer queries on the availability and supply of medicines.
* Respond to face to face and telephone enquiries
* Pre-pack, assemble and label medicines
* Create and maintain patient profiles
* Prepare insurance claim forms
* Manage the cash register.

***RETAIL PHARMACIST*** –Oran. Algeria
Retail Pharmacist         Mar 2014 - Feb-2016

 **Responsible for the day to day running of the Pharmacy. Providing a professional sympathetic and supportive service to patients and identifying the right healthcare solution to meet their needs.**

**Duties:**

* Accurately dispensing drugs to patients according to a Doctor's prescription.
* Checking prescriptions for errors & making sure they are appropriate for patients.
* Measuring, packaging, labeling and recording medications issued to patients.
* Instructing patients on how to use medications, possible side effects and storage.
* Contacting and working closely with other healthcare professionals.
* Answering questions from patients and staff about medicines.
* Ensuring the accuracy of all prescriptions, products and services supplied.
* Helping to develop the pharmacy's electronic discharge system.
* Talking to regular patients to see how their treatment is going.
* Communicating with customers sympathetically and supportively

***Skills***

* Good communication and interpersonal skills , good administrative skills
* Problem-solving skills , Flexibility
* Familiarity with computers
* The ability to keep sensitive information confidential
* Willingness to use own initiative
* The ability to remain calm under pressure
* Ability to plan, organize and to work under pressure to tight personal and departmental deadlines;
* Possession of a flexible approach to working alone, or as a member of a team;
* Commitment to outstanding service by the whole department;
* Excellent interpersonal skills and the ability to communication at all levels;

***Education***

* Diploma Qualification in Pharmacy (2004- 2009 )

University of Djilali Liabes . Algeria

* Algeria drive license.

***Hoppies***

* + Swimming, Reading, Riding horse