**ASMA**

[**ASMA.373546@2freemail.com**](mailto:ASMA.373546@2freemail.com)

**OBJECTIVE**

To develop my career by working in a dynamic institution/organization that offers challenging position and duties that will both effectively challenge and enable me to utilize and incorporate my technical experience and professional skills. This will enable me to contribute positively towards the achievements of the organizational and institutional goals and advancement of my career.

**PERSONAL ATTRIBUTE**

* Strong and confident communicator in a variety of presentation situations, including to a large audience and the executive team
* Ability to communicate and contribute in/with a multicultural environment.
* Trustworthy, friendly and approachable. Courteous and considerate
* Strong orientation towards results, management skills. Strong administration and organization abilities.
* Able to work autonomously at times as well as part of a team and pay attention to detail. Strategic thinking skills.
* Well regarded for interpersonal, written and oral communication skills.
* Demonstrated ability to acquire and apply knowledge rapidly.

**EXPERIENCE**

**Assistant Pharmacist- Trainee**

**CENTRAL PHARMACY- January 2015- May 2017 (RAS AL KHAIMAH, UAE)**

 Reviews prescriptions issued by the Physician, or other authorized prescriber to assure accuracy, appropriateness of medication, and determine formulas and ingredients needed; check for expired medications.

 Take in and handle out prescriptions.

 Use store’s computer systems to generate label and stock lists.

 Help in maintaining reasonable dispensary stock levels.

 Order items for use within and outside department.

 Receive, load and unload incoming goods from manufacturers, wholesalers and elsewhere.

 Deliver pharmaceuticals goods to sites within a pharmacy department and clinical areas/wards/departments.

 Sell over the counter medicines.

 Answer queries on the availability and supply of medicines.

 Respond to face to face and telephone enquiries of a routine nature from members of the public, patients, their representatives and a wide range of staff groups.

 Pre-pack, assemble and label medicines.

 Create and maintain patient profiles.

 Prepare insurance claim forms.

**SKILLS**

**Computer Literacy:** Demonstrate practical knowledge of computers, software, and products applicable to the industry and the ability to quickly acquire knowledge of departmental program structure and demonstrate effective time management skills.

**Math’s Ability:** Demonstrate proficient ability to apply mathematical concepts such as basic algebra and geometry to such tasks as calculating figures and amounts discounts, interest, proportions, percentages, and volume.

**Language and Communication Ability:** Demonstrate proficient ability to foster professional working relationships utilizing strong interpersonal and communication skills organization, the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations and effectively present and debate any assortment of information relevant to their area of expertise and designated responsibilities.

**Reasoning Ability:** Ability to understand, apply, and interpret an extensive array of information, variables, and instruction where only limited standardization exists to define problems, collect data, establish facts, and draw valid conclusions.

**Technology Skills:** Proficient ability and practical knowledge of personal computer use, word processing software and system software and ability to quickly and proficiently learn to use company specific software programs and any other handheld or technology tools as required to complete the job task.

**EDUCATION**

**University of Science & Technology Chittagong, Bangladesh**

BSc. (Honors) in Biochemistry & Biotechnology

**Indian High School, Ras al Khaimah, UAE**

+2 Higher Secondary School Certificate

**Indian High School, Ras al Khaimah, UAE**

Higher Secondary School Certificate

**Computer Skills;-**

Well versed in Microsoft Office 2010: Excel, Word, PowerPoint, and Internet.

**PERSONAL INFORMATION**

Date of Birth: 14th April 1989

Place of Birth: Ras-al-Khaimah, UAE

Languages: English (fluent), Hindi (fluent), Arabic, Bengali

Nationality: Bangladeshi

Visa status: Father’s sponsorship

Marital Status: Single

Religion: Muslim

Driving License: Yes

I, sincerely hope that my application will receive your kind attention and if I am given an opportunity to prove myself I will surely try to give maximum level of satisfaction.