**CURRICULUM –VITAE**

**SABA**

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**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
| Course | University/ Board | Year of Passing |
| B.Pharmacy | Jawaharlal Nehru Technological University | 2012 |
| Intermediate | ISC | 2008 |
| 10th | ICSE | 2006 |

**License:**

Passed MOH Exam In December 2016.

**Experience:**

* Two Years Experience In Dispensing At New Al Wafa Pharmacy-Sharjah.

September 2013-October 2015.

* Eight Months Experience in Life Pharmacy September 2016-May 2017.

**Training:**

Training Programme in Drug Manufacture, Quality Control, Regulatory Affairs and Quality Management Aspects.

**Duties:**

* Accurately dispensing drugs to patients according to a doctors 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.
* Managing and resolving complaints.
* Talking to regular patients to see how their treatment is going.
* Communicating with customers sympathetically and supportively.
* Giving private consultations when required.
* Maintaining pharmaceutical stock, creating inventories and ordering more drugs.
* Keeping up to date with developments in the pharmaceutical industry.
* Experience of providing medicines management support to GP practices.
* Able to provide quality face to face customer interaction.
* A thorough understanding of various drugs and how they react in humans and with each other.
* Handling almost all medical insurance.
* Making Pharmceutical Purchase Order.

**CURRICULAR ACTIVITIES:**

**Seminars:** Participated in International Seminar on “Biomarkers: In Disease And Drug Discovery” On 31st May 2011.

**SKILLS:**

**.** Able to operate Microsoft office tools such as word, PowerPoint and excel

**.** Efficient Management and Organizational skills

**.** Good Communicational and writing skills

**.** Open minded and able to work in complex projects and environment

**COMPUTER SKILLS:**

. Ms Office

. Windows

**PROJECT:**

Project on Analysis “Development of reverse phase HPLC method and its validation for the estimation of meloxicam”

**PERSONAL PROFILE:**

Date Of Birth: 05 March 1990

Languages: English,Urdu,Hindi,Arabic

Visa Status: I am holding a valid passport with visa.

**PERSONAL OBJECTIVE:**

My desire to create a truly competitive arena wherever I work. I want to bring my enthusiasm and sense of confidence to the organisation and to the people I work with. My involvement in various areas of activities at college has taught me crucial lessons on leadership and teamwork.

I am a motivated pharmacist with a real passion for healthcare and the ability to develop and grow a pharmacy business.  Experienced in maintaining administrative records such as pharmacy files / patient profiles and in providing excellent customer care by  accurately dispensing prescribed medications by calculating, weighing, measuring, and mixing ingredients. Able to advise patients on medication brands, medication storage, medical equipment and health-care supplies.

**STRENGTHS:**

**.** Team Player

**.** Self Confidence

**.** Fast Learner with an ability to excel

**DECLARATION:** I hereby solemnly declare that all the statements made in the above applications are true and correct to the best of my knowledge and belief and nothing has been concealed, suppressed or fabricated.

 **(SABA )**