**SOBIA**

**Pharm. D, RPh, DHA Pharmacist**

**E-mail:** **sobia.380075@2freemail.com**

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| **Objective** | Strongly aimed to work in an organization where I can utilize my |
|  |  |  |  |  |  |  | knowledge & competencies to achieve organizational goals and |
|  |  |  |  |  |  |  | prove myself as valued asset for the company. |
| **Licenses** | **• DHA Eligibility Letter**  |
|  |  |  |  |  |  |  | **• Registered Pharmacist Pakistan**  |
| **Academic Profile** | **• Pharm-D (Doctor of Pharmacy)** In **2016** from **University of** |
|  |  |  |  |  |  |  | **Karachi** |
|  |  |  |  |  |  |  | **• H.S.C II** in **Pre-Medical** in **2009** |
|  |  |  |  |  |  |  | **• S.S.C II** in **Science** in **2007** |
|  | **What I am** | Broad Minded, Efficient, Motivated, Target Oriented, Young, |
|  |  |  |  |  |  |  | Energetic, Punctual, Quick Learner, Multi Task Person, Analytical |
|  |  |  |  |  |  |  | and problem solving skills, Communication Skills, Interpersonal |
|  |  |  |  |  |  |  | Skills. Presentation Skills, Ability to meet assigned deadlines. |
|  | **Languages** | **•** Proficient in Oral & Written Communication English, Urdu and |
|  |  |  |  |  |  |  | Sindhi. |
|  |  |  |  |  |  |  | **•** IELTS Certified (7.0 Bands). |
|  | **Experiences** | **1.** Worked as a **Pharmacy Executive & Store Manager** in **LIFE** |
|  |  |  |  |  |  |  | **Healthcare Group, Dubai, U.A.E** from **July 2016** to **Jan 2018** |
|  |  |  |  |  |  |  | **Responsibilities:** |
|  |  |  |  |  |  |  |  Adherence to the Company's Protocol for Operations |
|  |  |  |  |  |  |  |  Ensuring DHA regulations are being followed. |
|  |  |  |  |  |  |  |  Responsible towards maximum customer’s satisfaction. |
|  |  |  |  |  |  |  |  Dealing with all the suppliers and shortages in the pharmacy. |

* Assisting the pharmacist with the medicines, dosage and decoding of the prescription.
* Maintain the Highest level of Customer Satisfaction.
* Creating LPOs/LTOs through Microsoft AX system.
* Assisting the customers with supplements, skin care and health and beauty products.
* Boosting the sales through efficient customer service.
* Dealing with ordering, inventory management and managing out the shortages.
* Solve the queries by Customers.
* Handling the insurances effectively (PBM, Jet)
* Attending phone calls.
* Creating delivery orders.
* Managing and resolving customer complaints.
* Instructing patients on how to use medications, possible side effects and storage.
* Maintaining optimum inventory.
	1. Worked as a **Pharmacist** in **Abbasi Shaheed Hospital,** **Karachi, Pakistan** from **Feb 2015** to **June 2016.**

**Responsibilities:**

* 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.
	+ 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. .
	+ Communicating with customers sympathetically and supportively.
	+ Giving private consultations when required.
	+ Maintaining pharmaceutical stock, creating inventories and ordering more drugs.

**3**. Worked as an **Internee Pharmacist** in **Indus Pharma. Pvt.**

**Ltd., Karachi, Pakistan** from **January 2013** to **February 2013**.

**Responsibilities:**

* Testing and performing analysis on drugs, packaging material as well as raw material.
* Performing QC analysis.
* Performing titration and various experiments to determine the purity of drug and quantity of the active ingredient.
* Testing on raw material and packaging material. s
* Maintenance of record and regulation and compliance of Current Good Manufacturing Practices.
* Maintenance and compliance with the Regulatory Affairs.
* To keep track and maintaining record of various products being manufactured and their analysis.
* Assisting in operating the HPLC equipment.
* Dispensing of raw materials and their weighing.
* Analysis of finished goods and fulfillment of the GMP regulations.
* To monitor drugs manufacturing activities in compliance with the requirements of CGMP.
* To ensure that all standard yield are maintained by production lines.

**Professional Skills** **•** Proficiency in Advanced Microsoft Excel.

* Great writing and researching skills.
* Can handle workloads, pressures and manage them equally.
* Do possess Communication, Interpersonal and Presentation Skills.
* Do possess leadership skills and a factor to motivate and encourage the colleagues.
* Can work as team leader and under team leader with motivation & support.

**Personal Profile** Marital Status: Single

Nationality: Pakistan