**CURRICULAM VITAE**



**RAMDAS**

Email: ramdas.383796@2freemail.com

**CAREER OBJECTIVE:**

To be a team player in a progressive company**/**group to work in a professional environment where I can contribute the best of my abilities for the progress of the company and also enrich my career.

**PROFILE HIGHLIGHTS**

I possess over 13 years of experience in busy retail environment.  I have held positions as a Pharmacist and Chief Pharmacist and Procurement In charge for Dubai pharmacies. Hence I can get along with people of different attitude.

I have encountered and overcome challenges with inventory, controlled substance inventory, record management and physician order review. I have thorough knowledge of Eclaim link, PBM and Erx portal.

**SKILLS**

* Proficient in handling people, would it be high level personnel down to the lowest level staff.
* Prepare and process requisitions and purchase orders for supplies and maintain records of goods ordered and received.
* Maintain inventory for the pharmacy
* Skilled in ordering medication, narcotics and PCA syringes from multiple vendors
* Setting up the weekly, Monthly and Quarterly procurement plan.
* Planning and functions, involving cost estimation, contract negotiations and budgeting of purchase.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause financial losses.
* Negotiate with existing and new suppliers for lowest cost and highest value
* Review and approve pharmacy invoices for payment.
* Liaison with finance department for timely payment of bills.
* Personal contact for all wholesalers and supply companies.
* Developing reports on procurement of Medicines for top management.
* Effective management of vendor database.
* Development of new vendors.
* Problem solve with vendor representatives regarding supply issues and pricing changes
* Evaluating vendors & negotiating the bonus, prices of general items, delivery schedule and terms and conditions with them.
* Prepare reports for annual inventory and cost effectiveness of medication related alternatives
* Committed and loyal, never easily gives up.
* Alert and strong skill for detailed retailing.
* Perfect attendance and punctuality
* Sincere and honest
* Good communication
* Leadership quality
* Can manage and work in team

**LICENSE HOLDING:**

**Holding DHA License for Pharmacists, issued by Dubai Health Authority, Dubai.**

**MOH License for Pharmacists, issued by Ministry of Health, UAE renewed up to December 2014**

**EDUCATIONAL / PROFESSIONAL QUALIFICATION:**

* **Master of Business Administration – Marketing and Human Resource** from Mahatma Gandhi University, Kerala, India.
* **Bachelor of Pharmacy** from Tamilnadu Dr. M.G.R Medical University, Tamilnadu, India.
* **Pre-Degree** from Mahatma Gandhi University, Kerala, India.
* **Secondary School Leaving Certificate** from Board of Public Exams, Kerala, India

**PROFESSIONAL EXPERIENCE**

**UAE EXPERIENCE**

* Designation: **CHIEF PHARMACIST & PROCURMENT IN CHARGE FOR DUBAI PHARMACIES**

 Period: **January 2011 to December 2017**

 Company: **CITYSUN PHARMACY LLC (AVIVO GROUP ) ALQUOZ, DUBAI.**

 Total experience: **6 years 11 months**

Job profile

Dispensing medicines, Patient counseling, Updating control drug register,

Coordinating Insurance and e-claim submission, placing purchase orders by preparing LPO’S and maintain records of medicine ordered and received

* Designation: **PHARMACIST**

 Period: **May 2007 to October 2010**

 Company: **MEDICARE PHARMACY (OMAN PHARMACY L.L.C GROUP), DEIRA, DUBAI**

 Total experience: **3 years 5 months**

 Job profile

Dispensing medicines, Patient counseling, coordinating insurance works, preparing reports, PlacingPurchase orders.

* Designation: **TRAINEE PHARMACIST**

 Period: **May** **2006 to April 2007**

 Company: **SAAD MAREB PHARMACY, BANIYAS, ABUDHABI.**

 Total tenure: **11 months**

 Job profile

 Checking purchase invoice, arranging the products, checking expiry of items, labeling, dispensing the medicines, patient counseling, other responsibilities from time to time.

**INDIAN EXPERIENCE**

* Designation: **PHARMACIST**

 Period: **September 2004 to September 2006**.

 Company: **AMBALATHARA MEDICALS, EDAPALLY, KERALA, INDIA.**

 Totalexperience: **2 years**

Job profile

Dispensing medicines, Patient counseling, placing purchase orders.

**TOTAL EXPERIENCE: 13 years**

 **LANGUAGE KNOWN**

**Languages** **Level**

English Expert

Hindi Expert

Malayalam Native

Tamil Expert

Arabic Expert

**PERSONAL INFORMATION:**

 Nationality: Indian

Age: 35

Date of Birth: 20-04-1982

Marital status: Married

Visa status: Visit visa

 **REFERENCES**

 Available upon request with supportive documents

**DECLARATION**

I hereby declare that all above mentioned details are correct and true to the best of my

knowledge and belief.