**CURRICULAM VITAE**

**WAQAS**

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**CAREER OBJECTIVES**

Seeking a challenging position that will utilize my dedication, self-motivation and my ability to be a team player. Looking to obtain a position that will allow for growth opportunities in order for me to utilize and refine my skills and knowledge in order to provide exceptional performance.

WORK EXPERIENCE

Near PIMS Hospital Islamabad.

August 2010 - 2014

* Hands-on experience in receiving, stocking, and delivering medical supplies
* Profound knowledge of warehousing activities, store operations, and inventory management practices
* Outstanding knowledge of governmental and international agency regulations and procedures
* Familiarity with operating computerized recordkeeping systems
* Ability to interact and work with all staff members and medical personnel, in a helpful manner
* Ability to prepare and keep correct and current medical store records
* Ordered, received, and checked all medical supplies and equipment, properly.
* Arranged, stored, and maintained the inventory level of all medical supplies.
* Rotated medical supplies and checked all store materials for expiration dates.
* Prepared and maintained computerized records of medical store supplies, in an accurate manner.
* Received and responded to all phone inquiries related to materials and inventory orders.
* Cleaned, sanitized, and tidied the medical store premises,
* efficiently.
* Counted and checked all incoming medical supplies, thoroughly and properly.
* Received and stored all incoming medical supplies, in an organized manner.
* Prepared, maintained, and submitted all inventory-related records and reports, accurately through a proper software.
* Supervised and assisted with loading and transportation of all requested medical supplies.
* Collected and returned all canceled and damaged items back to vendors.
* Handled and answered inventory order and availability related questions, efficiently.

Owner’s

 August 2014– present

* Managing the diary for all clinicians’ holidays, meetings, etc and to making sure all the related information is incorporated into the appointment schedules.
* Preparing regular written forecasts and reports for senior managers.
* Encouraging effective teamwork across the practice.
* Implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
* Managing all staff within their job descriptions and to ensure that performance meets satisfactory standards.
* Acting as practice Fire Officer, organizing monthly fire drills and documenting these accordingly.
* Working with the Out of Hours service in order to maintain 24-hour cover for all patients.
* Ensuring that the practice insurance is kept up-to-date and remains active and that the terms of the policies are not breached.
* Maintaining an accurate and efficient appointment system.
* Making, cancelling and rearranging appointments via the clinical system.
* Alerting team members to issues of quality and risk in relation to their work.
* Delegating duties to members of the practice team and then overseeing them as appropriate.
* Deputizing for colleagues in their absence.
* Ensuring the fair and consistent application of all personnel policies, including disciplinary and grievance procedures.
* Mapping patient information And can maintain IV line , injections as per doctor advise labelling on medicines how to use patient in a day as per doctr advise on prescription..
* Compiling the agendas for all management and clinical staff meetings.
* Making sure that the practice is well stocked with all the necessary supplied its needs to operate.

**ACADEMICS QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **Degree / Certificate** | **Institution** | **Year** |
| **MATRIC (ssc)** | **BISE MIRPUR** | **2005** |
| **FSC(HSsc)** | **FEDERAL BOARD ISB** | **2007** |
| **PHARMACY TECHNICIAN** | **PESHAWAR BOARD** | **2013** |

All documents are attested from Ministry of Foreign Affair and UAE embassy.

**COMPUTER SKILLS:**

 Microsoft Office**:**

➢ Word               (Documentation & Correspondence)

➢ Excel                (Data Management , Sheet & Schedules, etc.)

➢ Power Point     (Présentation , Introduction , Charts & Graphs)

Internet Surfing, Uploading, Down Loading, E-mail etc.

Microsoft Windows.

➢ Windows XP & All Updated Version.

 **KEY SKILLS:**

➢Excellent inter-personal and communication skills with the ability to deal with a wide variety of situations.

➢Enjoys excellent working relationships with colleagues and management.

➢Self-motivated individual who works well on own initiative with or without supervision.

➢Willing to undertake training and development necessary to meet the requirements of the company

 Acting in a way that recognizes the importance of people’s rights.

 Charming and be able to strike up new relationships fast and effectively.

* A willingness to accept responsibility and to take initiatives.
* Having the confidence and resilience needed to operate in a high profile organization.

**LANGUAGES:**

English, Urdu

**PERSONAL INFORMATION:**

Date of Birth :                               24 April 1988

Marital Status :                               Married

Nationality       :                               Pakistani

Religion           :                               Islam

Domicile           :                               Poonch AJK

Visa Status : Visit Visa

**CO-CURRICULAR ACTIVITIES:**

Playing Cricket,

Reading News Paper,

Internet Surfing,

 **CONCLUSION:**

I confirm to the best of knowledge, the information given above is correct and clear.