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| Picture…Personal Data:*Date of Birth* : 01/10/1976*Gender : Male**Nationality : Syrian*Civil Status : Single***Address for Communication****Alain U.A.E**Dubai U.A.E* |  Career Objective To achieve professional experience in my career and to contribute towards the pharmaceutical industry and the pharmaceutical field development in the region. Consistently work to the highest professional standards and thrive when working as part of a cohesive team   ObjectiveTo take a challenging position with a progressive company that will effectively utilize acquired expertise and aptitude. Always willing to go an extra mile for the complete satisfaction of my employer and keen to do something new and innovative in assignments entrusted.General Profile* Over 12+ years’ experience in the pharmaceutical field .
* Accustomed to work in a very fast pace environment and able to handle multiple tasks simultaneously.
* Computer fundamentals, word processing and proficient with MS Office.
* Honest, dedicated and hard working.
* Professional appearance and attitude

Education Qualification* **Bachelor degree of pharmacy and pharmaceutical chemistry**  on 1999 from Damascus University, Syria

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Field of work:

* ***FIRAS PHARMACY*** : From September 2009 to till date (my own pharmacy) :

***Responsibilities and duties:***

1. Purchasing the medicines :
* *Choosing the famous companies in the market*
* *Contacting the companies through their agents to discuss the orders and negotiate the prices*
* *After agreement , confirming the orders including the required quantities and delivery Notes*
* *Upon delivery , comparing the requested medicines with the delivery notes and checking that all goods has been received in perfect conditions*
* *Arranging the medicines in proper way and storing the extra in suitable places.*
* *All extra medicines has expiry less than 6 months, will be returned to the concerned suppliers.*
1. Selling the medicines :
* *Through the prescriptions of the doctors ,after checking carefully then providing the mentioned medicines and writing the instructions provided by the doctors including the accurate doses and durations*
* *Incase no availability of the medicines , a phone calls to the doctor is a must to confirm the replacement if any*
* *In case of any clarification such as unclear typing or unclear doses then the doctor calls is a must to confirm and clarify*
* *Through OTC medicines : if the symptoms is normal , and also in case of serious symptoms the doctor call is a must to confirm the medicines or the visit to clinic*
1. Pharmacy management :
* *Arranging the orders and preparing the logs as per the companies*
* *Checking on daily basis the movements of the medicines*
* *Assuring the minimum quantities required to be available Ex stock and ordering extra if needed*
* *Managing the profit and loss*
* *Building the relation with the customers , and assuring the best service all the times*
* *Building the successful relations with the agents, suppliers and manufacturers*

***THAMICO: for pharmaceutical industries (The Arabian Medical Company)***

***From May 2003 till September 2009***

***Head of Liquid Syrup section:***

*Responsibilities and duties:*

* *Management and Supervision the different process of the products*
* *Monitoring and regular inspection the steps of the products preparation*
* *Distributing the tasks and the responsibilities to the subordinates and different employees in the section*
* *Assuring the high performance of the equipment and machines used to prepare the different products on a daily basis and coordination with all other related section to ensure the best results all the times*
* *Regular meeting with the staff to discuss the daily operation and difficulties and providing the solutions and presenting daily, weekly and monthly reports to the upper management*
* *Coordination with the different sections and the upper management to maintain the smooth operation to deliver the best quality of products*

***Gammal pharmacy (***

 ***1999 till 2003***

*Responsibilities and duties:*

* *Assisting in the pharmacy management*
* *Contacting the companies through their agents to discuss the orders*
* *Confirming the orders including the required quantities and delivery Notes*
* *Upon delivery , comparing the requested medicines with the delivery notes and checking that all goods has been received in perfect conditions*
* *Arranging the medicines in proper way and storing the extra in suitable places.*
* *Selling the medicines as per the policy and rules*
* *Assuring the best relations with the customers and the agents*

 Achievements:

* Achieved realistic targets within stipulated time frame.
* Was responsible for providing crucial solutions at the time of crisis.
* Motivated each staff at each working group to extend their best effort in meeting the company’s expectation.

Summary:

* Highly articulate, confident and persuasive team builder.
* Decision making ability and problem solving attitude.
* Excellent communication and collaboration skills.
* Highly creative and resourceful.
* Excellent team player.
* Pleasing and presentable personality.

Languages:

* English, Arabic
* Both to read and write

Declaration:

*I hereby declare that the above-mentioned particulars are correct and true to the*

*Best of my knowledge*

Date: 15th Oct 2012

Place: Alain – Dubai