Shital

[Shital.237063@2freemail.com](mailto:Shital.237063@2freemail.com)

Dear Sir/Madam,

It was with great interest that I came to know your recent posting in Pharmacist my resume is enclosed herewith for your reference.

 I possess over almost 2 ½ year of total service experience. My exposure spans from working with small firms to large multi core companies with a national presence operating internationally. This very exposure is my strength and is able to adapt with ease to the present day demand of the industry.

My goal is to transit my enthusiasm, creativity & experience into a position, where I continue to provide the strategic and tactical leadership critical to enhancement of employee morale and smooth functioning of an organization. I am certain that my presence in your team will prove to be beneficial to your organization. As such, I would welcome an opportunity to speak with you to evaluate your needs & share my ideas.

I would be very happy if u gives me chance to work for your prime organization.

Thanking you.

Sincerely,

Shital

**CURRICULUM – VITAE**

**OBJECTIVE**

Seeks an appropriate position for working with an organization having a strong vision and mission to enhance its growth and development providing simultaneous opportunities for strengthening the foundation of my own self and further enhance my knowledge.

EXPERIENCE: TOTAL 2 ½. Year

1. Organization: 1. Rajeshwari Medical Store & Refferal Hospital (CHC)

2. Muskan Metermity Home.

Location: Mandvi

Department: Sales, stockiest

Designation: Jr. Pharmacist

Duration: 15th June 2012 to 31st Jan 2015

**JOB PROFILE:**

Rajshwari Medical. Is one of the largest medical stores in Mandvi & The Largest Company all over Kutch. It Mainly Deals in medicines (Human drugs Veterinary Drugs)

Working in Sales Department and front office of Rajshwari Medical stores Mandvi

**JOB RESPONSIBILITIES**

* Sell Medicines
* Managing data of all expiry medicines
* Create position required for Medicine stock
* Create all position required for the day using Organization Management
* Run Hiring Action by keying in all the prerequisite data such as Positions.
* Manage all the accounts data entry in tally and Visual infosoft software
* Manage all cash entries in Tally and Visual infosoft software.
* High cash handling
* Manage all the billings and looking after third party payments.
* Maintaining cheque and cash journal..
* Solve all the query related to Medicine purchase.

**INDUSTRIAL TRAINING**

Organization: Vital Formulation .

Location: V.V. Nagar

Department: Formulation of tablet and capsule

**PERSONAL SKILLS**

Willingness to learn, Ability to deal with people Diplomatically, Able to complete the job successfully at any situations, Comprehensive problem solving abilities, good verbal and written communication, Able to travel extensively, Team Facilitator.

**EDUCATIONAL QUALIFICATION**

Passed Bachelor of pharmacy from GTU University in the Year 2013 (70.04%)

Passed Higher Secondary Certificate (G.S.H.E.B) from Gandhinagar Board in the Year 2009. (50.40%)

Passed Secondary School Certificate (G.S.H.E.B) from Gandhinagar Board in the Year 2007. (66.00%)

**COMPUTER PROFICIENCY**

Operating System: MS Dos, Windows vista, windows 7

Application Software: Tally, MS Office (Word, Excel, Power point, Out Look,) Photoshop, illustrator, Internet skills.

**PERSONAL DETAILS**

Date of Birth: 04/08/1993.

Languages Known: English (Fluent user), Hindi, Gujarati,

Marital Status: Single

Nationality: Indian

**HOBBIES**

* Listening Music, Reading Books, Watching movies, Gardening, Driving,

**BEHAVIORAL CHARACTERISTICS**

* Commitment to equality and results
* Responsibility
* Sincere in attitude
* Presentation and leadership skills
* Excellent problem solving skills

**DECLARATION**

I hereby declared that the above-mentioned particulars are true to the best of my knowledge and belief.