**Gulfjobseeker.com CV No:** **376944**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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**PROFESSIONAL EXPERIENCE**

**AL TAHANI PHARMACY (TAHA MEDICAL GROUP) – Abu Dhabi, U.A.E**

**Feb 09, 2010 – up to present**

**Pharmacist-in-charge**

* Supervising pharmacy operations and staffs.
* Maintaining records, such as pharmacy files, pharmacy circulars, staff’s profiles and invoices of controlled drugs.
* Ensuring continual compliance with Health Authority and Ministry of Health rules and regulations.
* Dispensing prescribed medications to patients or to other healthcare professionals and advise them on indications, contra-indications, adverse effects, drug interactions and dosage.
* Ensure proper preparation, packaging, distribution and storage of vaccines, biological and other drugs and pharmaceuticals.
* Providing clinical supports to physicians, dentists and patients.
* Referring patients to health care professionals when appropriate.
* Working with other members of the pharmacy to ensure accuracy of prescriptions.
* Processing health insurance claims according to policy and legal requirements, daily wise and monthly wise.
* Collaborating with other medical processors and insurance coordinator for prompt and accurate processing of insurance claims.

**BAINUNAH PHARMACY – Abu Dhabi, U. A. E.**

**April 2007 – May 2009**

**A. Trainee Pharmacist**

* Assisted pharmacist in preparing prescribed medications.
* Received, displayed and checked expiration of stocks.

**B. Data Encoder**

* Obtained approval of patient’s medications from various health insurance companies thru fax and telephone calls.
* Made daily and monthly invoices of health insurance claims and encoded all the data, filed and recorded.

**SOUTH STAR DRUG, INC. – Philippines**

**January 2005 – October 2006**

Joined as a Staff Pharmacist and after a probationary period promoted as a Pharmacy Supervisor and undergone management training. Lead a staffs of two shifts pharmacy assistant, cashier and merchandiser of a chain pharmacy.

1. **Pharmacy Supervisor**
   * Responsible for the general management involving planning, organizing, leading and controlling functions in the store assigned.
   * Ensured that the company policies are carried out and objectives are attained in support of all management decisions and corporate business directions.
   * The areas of responsibilities are store sales, customer service, merchandise display and housekeeping, stock inventory and security, ordering and replenishment of stocks and personnel supervisory.
   * Exercised general management, control and supervision of store operations including support services at the store level.
   * Undertaken operational concerns such as:

* Coordinating with the bank representative for collection of daily cash deposits.
* Coordinating with medical representatives on inventory movement, supplier initiated and advertising and promotion, and store posters and paraphernalia.
* Analyzed the significant variances and corresponding action to correct off –line situations in such instances as non-availability of stocks and irregular movement of merchandise.

- Attending to and acts on customer complaints.

* Monitored branch operations and results against targets and objectives.
* Investigated merchandise losses, damages and discrepancies, identifies accountability and recommended appropriate remedial action and corrective measure to the Area Manager.
* Ensured that the cash register / Point of Sales are functional: undertaken basic trouble shooting on system errors; reported cases of technical malfunction and arranged for repair and the provision of a back-up unit while repair is being undertaken.
* Assumed custodianship of the store’s key.
* Submitted monthly reports on the operations and activities of the store with the corresponding analysis and recommendations to the Area Manager.
* Supervised and coordinated to subordinate officers and employees concerning the performance of their job functions and completion of task assignments in accordance with prescribed standard.

1. **Branch Pharmacist**

* Provided professional guidance in the sale of pharmaceutical products as well as, ensured compliance at the branch level with all the trade requirements regarding the dispensing of drugs and medicines as set by government regulatory agencies.
* Ensured validity / accuracy of prescription; double-check drug(s) with prescription before issued to customer.
* Prepared periodic reports for regulatory agencies for store certification.
* Ensured that an updated list of generic medicine is available within the store.
* Undertaken regular orientation for the store personnel on product knowledge and customer service.
* Attended customer inquiries on technical matters related to drugs such as available generic medicine, dosage, etc.
* Assisted in store operations such as maintaining cleanliness of workplace, receiving and attending to customer orders, etc.
* Performed other functions, analogous and germane to the proceeding enumeration as may be assigned by superior from time to time.

**TENSHI PHARMACY – Philippines**

**September 2003 – December 2004**

**DNG PHARMACY – Philippines**

**August 2001 – June 2002**

**Pharmacist**

* Assigned daily task to pharmacy assistant and support personnel for pharmacy operations and delivery of products; ensured the clean and orderly condition of the pharmacy dispensing area and equipment.
* Practiced pharmacy within all legal regulations for inventory security and record-keeping.
* Counseled the patients through written and / or verbal communication.
* Maintained files and records for control and compliance purposes.

**DRUGMAKER’S BIOTECH RESEARCH LABORATORIES INC. – Philippines**

**April 2000 – June 2001**

**A. Quality Control Analyst (Lateral transfer**)

* Assayed and tested quality of pharmaceutical products.
* Performed monthly, inventory and purchasing of chemical reagents and laboratory glass wares.

**B. Pharmacist**

* Assisted the company doctors in any manner necessary thereof during the free medical mission operations nationwide such as receiving and attending to patients.
* Dispensed the prescribed medications.
* Recorded and remitted sales to bank.
* Daily and monthly inventory of medicines and medical supplies.
* Replenished and purchased supplies.
* Undertaken safekeeping of equipments and supplies with the assistance of the logistic staffs.

**EDUCATION**

March 1999 University of Perpetual Help System –Laguna (Philippines)

Bachelor’s degree - Pharmacy

2002 Mar – September 7-Months Caregiver Program

Philippines

**SKILLS**

IT Skills MS WORD, MS EXCEL, Internet Explorer

Languages English, Tagalog, basic Arabic