

**Praveen E K**  Mobile-9895876728, 7994102930

Edayathu House Email-athirapraveen260812@gmail.com

Enanalloor P.O Kakkattoor,Kothamangalam

Ernakulam District,Kerala PIN-686673

**Career Objective**

Intend to build a successful career with corporate that will help me to explore myself fully and utilize my skills towards the organization’s growth and also provide me an opportunity for my personal growth as well.

**Academic Qualifications**

* D-Pharm from Directorate of Medical Education Kerala Board 2001-2003
* BBA from Annamalai University 2008-2011
* PG Diploma in Materials Management from Annamalai University in 2014.
* PG Diploma in Hospital Management from Annamalai University in 2015.

**Special Achievement**

**Kerala State ‘Best Pharmacist’ Award Winner-2017**

**Work Experience**

**Current Employer**

**Welcare Hospital,Vyttila**

Designation-Pharmacy Manager/Pharmacy In Charge

Duration-Since August 2018

**Job Responsibilities**

Overall Pharmacy department Head.Managing Purchase Store and Pharmacies.

**Achievements in Welcare**

* **NABH** implementation in the department
* Hospital Formulary created and maintained
* Purchase process in practice and implemented
* Overall systems and protocols implemented as per standard policies and procedure
* Good work culture implemented in the department
* New training concept started

**Previous Employer**

**Lakshmi Group Of Hospitals,Ernakulam**

Designation-Pharmacy Manager/Pharmacy In Charge

Duration-Since March-2013

**Job Responsibilities**

Overall responsibility of Pharmacy Department in Ernakulam, Aluva, Thripunithura Hospitals.

The responsibility includes Purchase,Storage,distribution of Medicines and Surgicals in the Lakshmi group of Hospitals Ernakulam.All the activities in the department are supervised and coordinated .The vital coordination between staff and Management related to Pharmacy Department.

The key areas include Purchase, Store, Pharmacies and medical camps.

**Achievements in Lakshmi**

* Continuous Pharmacy Education Program started within the organization. Arranged various seminars for Pharmacists.
* Hospital formulary prepared and implemented for the hospital
* Pharmacy and therapeutic committee formulated and implemented for the hospital.
* ADR Monitoring started and recorded.
* Patient counseling concept started in Pharmacies
* Implementation of ISO Standards in the hospitals with hospital implementation team.
* Act an active part in the implementation of ISO, NABH Safe I ,NABL and NABH implementation for the organization.
* D-Pharm Students Training as per Pharmacy Council Guidelines implemented.
* Storage of medicines as per NABH Standards.
* Look alike and sound alike drugs(LASA)identified and separated
* Staff Training (On the job Training) in different departmental medicines.
* Value wise arrangement of Medicines(High Value/Medium Value/Low Value)
* Co-ordination and Participation of Various camps for Pharmacy side including Sabarimala,Thiruvairanikkulam Temples
* Off the job Training implemented for improving staff‘s soft skill.
* Coordinated with Pharma companies for the training to staff
* Departmental Meetings, Quality assurance and new things implementation.
* Prescription Audit done effectively and follow-ups with P&T Committee.
* Rack /shelf location of each medicines is connected with software, which is very useful for medicine picking for dispensing
* Managing around 50 staff in 3 hospitals related to Pharmacy activities.

**Previous Employer**

**KIMS Hospital Ernakulam**

Designation-Senior Pharmacist & Pharmacy In Charge

Duration-July-2012 to March-2013

**Job Responsibilities**

1. Staff Supervision
2. Profit Maximization
3. Customer Relationship
4. ADR Monitoring
5. P&T Committee coordination
6. Inventory Management
7. Liaison with Doctors ,Nurses and other staffs
8. Implementing new things for the hospital

**Achievements in KIMS**

* ADR monitoring done
* File auditing in random files
* Effective Patient counseling started.
* P& T meeting coordinated.
* Effective coordination with other departmental staff.

**Previous Employer**

**Santhi Hospital, Omassery, Calicut**

Designation: Purchase &Pharmacy Manager

Duration**:** May-2010 to July-2012

**Job Responsibilities**

1. Hospital Pharmacy Supervision including Purchase, Store and Pharmacies

2. New things implementation including software implementation and development for the hospital.

3. Building quality standards of the Pharmacy dept

4. Hospital Formulary implementation

5. Pharmacy and Therapeutic committee Formation

6. Departmental Presentation to the management

7. Duty Schedule approval

8. Staff Training

**Achievements in Santhi**

* Implemented Patient Counseling Centre for patients by Pharmacy Department
* Started new era of Pharmacy on the Job Training through Trained Pharmacists/Doctors/Pharma companies.
* OFF the job training started for the staff
* Purchase Department streamlined.
* Implemented new systems as per NABH guidelines in the Pharmacy Department
* Various Camps coordination/Participation
* Staff meeting implemented in weekly basis and solved internal issues and implemented new things to the hospital
* D-Pharm Students Training as per Pharmacy Council Guidelines implemented.
* Drug Bank concept (Free Sample medicines to poor patients) activated.
* New concept Pharmacy introduced.

**Previous Employer**

**Amrita Institute of Medical Sciences& Research Center Cochin (AIMS), Kerala**

Designation:Senior Pharmacist (Pharmacy Main Store In Charge)

Duration: July-2003 to May-2010

**Job Responsibilities**

1. Pharmacy Main store Supervision (including Receiving, Stocking, Issuing to Sub Stores)

2. Controlling nearly 120 sub stores regarding medicine distribution (Satellite pharmacies, Wards, OTs, ICU's ,Procedure Areas, Free Centers etc)

3. Narcotic and Spirit Handling, supervision

4. Duty Scheduling

5. On the Job and Off the Job Training

6. Pharmacy Receiving, Stocking, Arranging, Issuing etc.

7. Pharmacy Internal Audit Team Supervision.

8. All Sub Stores Pharmacy Surprise Checking

9. In Patient Pharmacy Asst in Charge

10.Campus Interview responsibility

11. Attending various meetings, and implementing the same for Pharmacy Dept.

**Achievements in Amrita**

* Training system implemented. Store/Pharmacy evaluation procedure started.
* Managed Sabarimala sub centre Pharmacy Department from 2013 to 2009 seasons. Dispensed Almost 136500 patients in 7 years in Sabarimala.
* Worked as Pharmacy Main Store In charge for 3years.2 years as In Patient Pharmacy In Charge.
* Handled 120 locations and managed 45 staff in the store.
* Involved as the part of ISO,Nabh team for Pharmacy Department.
* Successfully handled as Pharmacy Surprise audit team Supervisor for 5 years.
* Managed Narcotic Procurement distribution and storage for the hospital
* Managed Spirit Procurement distribution and storage for the hospital
* Inventory managed in amrita Pharmacy stores and substores.
* Attended various seminars, Classes for personal growth.eg-Store management class by Kerala state Productivity council,
* Worked all the satellite Pharmacies and Billing counters, Camps in a rotation basis.
* 4 Campus interviews done for Amrita Hospital in different Pharmacy Colleges.

**Computer Proficiency**

MS Office, Internet and Data communications

**Personal Information**

Date of Birth : 02.02.1983

Religion: Hindu

Gender : Male

Nationality : Indian

Marital Status: Married

Languages Known : Malayalam, English and Hindi

PharmacistRegistration  Number : 28925

**References**

**1. Dr.Latha Pillai**

Medical Administrator

Lakshmi Group Of Hospitals,Ernakulam

Phone-04842382111,Mob-9447162425

**2.Mr.Sandeep G**

Pharmacy Assistant Manager

Amrita Pharmacy (AmritaHospital,Cochin)

Phone :09847776219,0484-2802111

**3. Mr. Mubarak M K**

Hospital Administrator, Santhi Hospital, Calicut

Phone :0495-2281393, Mob-9895978220

**4.Dr.Sachitananda Kamath**

Medical Superintendent,Welcare Hospital,Vyttila

Phone-9847057766

**Declaration**

Ihereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

Place

Date Praveen E K