**SRUTHI.S**

**PHARMACIST**

Nationality: Indian Punnamootil, Kulangara bhagom, Chavara P.O Kollam-691583

Mob: (+91)9656481602

sssruthisuresh40@gmail.com

 **CAREER OBJECTIVE:**

To grow with a leading organization that utilizes my abilities to the fullest extent possible, helping me realize and develop my potential and be a part of a team that scales great heights through continuous learning process and at most dedication

**EXPERT:**

Excellent communication and active listening skills to ensure that patients and customers understand their medication. Intense focus and ­attention to detail to minimize mistakes. Ability to hear and understand what others are saying, and expression skills that allow me to explain a complicated topic in a simple way that they can understand.

Languages : English (Excellent – Speaking, Reading and Writing) Hindi (Very Good- Reading and Writing)

Malayalam (Excellent – Speaking, Reading and Writing)

 ComputerSkills : Microsoft Windows, Word, Excel, Power Point and

Internet and e-mail. Data Entry

**WORK EXPERIENCE:**

1. March 2017 to August 2019 : **Ernakulam Medical Center Pvt Ltd,** Kerala, India

 Position : **Pharmacist**

 **JOB RESPONSIBILITY:**

* Issuing medicines to the out patients by calculating the dosage prescribed by the doctor.
* Issuing medicines to the inpatients as per request from the sisters.
* Handling wards issues and transfers to the respective wards.
* Handling Narcotic drugs and transfer to the respective wards by the indent requisition by the ward in charge nurse.
* Removing the expiry drugs every month and sent to the distribution after making debit note.
* Provide Pharmacological information by answering questions and requests of health care professionals, counseling patients on drug therapies.
1. April 2015 to October2016 : **Medigen pharma** (Dealer in life saving medicine), Kerala,India

Position : **Pharmacist**

 **JOB DESCRIPTION :**

* Welcome walk in customers, Reading the prescription and handing over documents.
* Coordinate withcustomer
* Billing medicines and dispensing
* Patient counseling
* Purchasing medicines from authorized dealers
* Returns of expired and damaged medicines
* Tele calling and File Keeping, Collecting Document, Filing and DataEntry
* Keeping Register and Replying to Emails
* Payment Follow up – through mail and phone.
* Sending Courier, keeping payment and receipt voucher
* Ensure that instructions/queries/service requests are completed accurately

**TRAINING ATTENDED**

* Practical Training **at Valiyath Institute of Medical Sciences**, Kollam from 22.10.2014 to 26.11.2014

**EDUCATION AND QUALIFICATION REFERENCE:**

Course : **Bachelor Degree in Pharmacy**, passed in **FirstClass**

From **Kerala University of Health Science (KUHS)**, Kerala, India.

Institution : **St. Joseph’s College of Pharmacy**, Cherthala, Alappuzha, Kerala,India

Year of passing : 2014

Course : Plus – Two Education passed with 78% from Board of Higher Secondary Education, Kerala, India.

Institution : Govt.HSS. Vallikeezhu, kollam, Kerala,India.

Year of passing : 2010

Course : High School passed with aggregate score of 93% from Board of General Education, Kerala,India

Institution : Lourde Matha Higher Secondary School, kollam, Kerala,India.

Year of passing : 2008

**PERSONAL DETAILS:**

Date of Birth : 7th February, 1992

Sex : Female

Marital Status : Married

Religion : Hindu

Nationality : Indian

**DECLARATION:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Date:**

**Place: Sruthi S**