

SRUTHI.S

PHARMACIST

Nationality: Indian

Punnamootil, Kulangara

bhagom, Chavara P.O

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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.

2) April 2015 to October 2016 : **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 with customer
- 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 Data Entry
- 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:

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