



AISHA.K.K

PHARMACY ASSISTANT
| Mobile: +917306141535 | Email: aishakk023@gmail.com |

PROFESSIONAL SUMMARY

Multi-talented pharmacy support professional adept at taking on any task. Excel in inventory management, merchandising and clerical support. Excellent organizational and prioritization strengths.

PROFESSIONAL SKILLS

Comprehensive knowledge of medical tools, equipment, and measuring instruments

Excellent knowledge of medicine and prescription

In-depth knowledge of IP and OP pharmacy

Well versed in operating and maintenance of measuring instruments

Extensive knowledge of medicine packages, preparing, and interpreting technical manuals

Ability to communicate effectively with excellent problem solving and troubleshooting skills

Ability to work in confined places and on high platforms

Capable of performing in a versatile and multi-skilled team work environment

LANGUAGES KNOWN

English
Malayalam

WORK EXPERIENCE

PHARMACY ASSISTANT KAROTHUKUZZHI HOSPITAL, ALUVA INDIA (2018)

- Assisted pharmacy staff in preparing medications and filling orders.
- Kept pharmacy counter and related areas clean, neat and organized.
- Communicated instructions to patients or caregivers.
- Provided administrative support including, filing, copying and faxing.
- Merchandised pharmacy goods according to company standards and with an eye for grabbing customer attention.
- Handled patient queries accurately and appropriately, maintaining continued discretion and confidentiality.
- Provided accurate waiting times to customers waiting for repeat prescriptions.
- Greeted customers and provided friendly, knowledgeable service
- Processed incoming drug orders.
- Completed and filed documentation for insurance, shop operations and liability purposes.
- Diligently provided safe and correct transfer of dispensed items to appropriate patients.
- Received incoming supplies and stocked in correct locations.
- Counted and labelled prescriptions with correct item and quantity.
- Answered telephones and provided information about order status, shop hours and pharmacy procedures.
- Maximized payments with minimal losses by confirming exemption declarations.
- Prepared bills for insurance companies.
- Updated computer system with current customer, payment and inventory information.
- Verified order information against computer database.

PASSPORT DETAILS

Passport No : V2818530
Date of Issue : 13/09/2021
Date of Expiry : 12/09/2031

PERSONAL DETAILS

DOB : 15-06-1998
Marital Status : Married
Nationality : INDIAN
Address :
D/O KUNJU MUHAMMED
KADAVILAN HOUSE
ELOOKKARA, ALUVA

PROFESSIONAL QUALIFICATIONS

DIPLOMA IN BSS PHARMACY ASSISTANT COURSE (2017-2019)

ROYAL INSTITUTE MEDICAL TECHNOLOGY, KOONAMMAVU

ACADEMIC QUALIFICATIONS

HIGHER SECONDARY EXAMINATION

GOVT. KERALA HSE EXAMINATION, KERALA INDIA

SECONDARY SCHOOL LEAVING CERTIFICATE

GOVT. KERALA PUBLIC EXAMINATION, KERALA INDIA

KEY SKILLS

- Computer savvy
- Prescription dispensing
- Interpreting orders
- Customer service
- Clinical waste disposal
- Assisting chemists
- Document filing

COMPUTER SKILLS

- MICROSOFT OFFICE
MS WORD MS EXCEL MS POWERPOINT MS OUTLOOK
- INTERNET APPLICATIONS

DECLARATION

I hereby declare that all the statements given above are true to my knowledge.

AISHA KK