

CURRICULUM VITAE

ADHEENA SHAJU
KOLAMKANNY HOUSE
SNEHAPURAM
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PROFILE

Positive, confident and knowledgeable individual with deep knowledge of medication therapy management and drug distribution operations. Familiar with providing advice on dosage and appropriate forms of medication.

ACADAMIC QUALIFICATIONS

PHARMACY ASSISTANT - 2 YEAR COURSE
S.S.L.O - BOARD OF PUBLIC EXAMINATION KERALA
HIGHER SECONDARY- BOARD OF HIGHER SECONDARY EXAMINATION
KERALA
B.COM CALICUT UNIVERSITY

EXPERIENCE

6 MONTHS WORKS IN BISHOP ALAPATT MISSION HOSPITAL KARANCHIRA

JOB RESPOSIBILITY

- Dispenses prescription medication and other medical products to patients under direction of licensed pharmacist.
- Counts pills, labels bottles, prices, and compounds medications to prepare prescriptions for patients as directed.
- Performs administrative duties, including answering phones, receiving and inputting prescription orders, operating cash registers, and restocking inventory.
- Monitors prescription-filling process to ensure compliance with relevant regulations and pharmacy policies.
- Answers patients' questions about their medications under the supervision of the pharmacist.
- Takes inventory of drugs on hand and records results.
- Places orders for additional drugs as directed by the pharmacist.
- Prepares billing information for medications.
- Develop prescribed product attain product from shelf, count specified quantity, place drug in apt container and label on items to be checked by pharmacist.
- Ensure to package product after it is checked by pharmacist.
- Receive prescription from patient plus verify needed information is written or from.
- Perform drug scan place it in bag having printed paperwork as well as receipt.

- Print prescription labels having information like name of patient, clinic, medication and dosage instruction.
- Rotate stock move older medication to front shelf used prior to expiration date.
- Support pharmacy is always well arranged and clean

JOB SKILLS

- Works Well with a Team,
- Strong Customer-Service Skills,
- Excellent Verbal Communication Skills,
- Follows Instructions Well,
- Excellent Memorization Skills,
- Adaptive Learner,
- Computer Skills,
- Knowledge of Drug Regulations,
- Multi-Tasking Skills,
- Record-Keeping Ability

PERSONAL DETAILS

Name : Adheena Shaju
Father's Name : Shaju K.A
Date Of Birth : 24/02/2002
Sex : Female
Marital Status : Single
Religion & Cast : Christian/ Rc
Nationality : Indian
Languages Known: Malayalam, English

DECLARATION

I Hereby Delcare That The Information Furnished Above Are True And Correct To The Best Of My Knowledge & Belief.

PLACE: : SNEHAPURAM

DATE:

ADHEENA SHAJU