

# AJMIA RAHIM

PHARMACIST



## PERSONAL DETAILS

Mobile No 9048047524  
Email ID ajmiarahim@gmail.com  
Address. Pathanapuram, Kerala  
D.O.B 19.05.1998  
Gender Female  
Marital Status Single  
Nationality Indian

## COMPUTER SKILLS

Ms Word

Ms excel

Ms PowerPoint

## SKILLS

Excellent Communication Skill

Excellent in customer relation

Patient Counselling

Proof Reading

Ability to keep accurate record

Problem Solver

Proficient in Computer

Knowledge in Rack management

Handle AR and AP Payments

Active listening skill

## PROFILE

Experienced, Compassionate and systematic professional with experience in pharmaceutical service. Highly proficient in carrying out doctors prescriptions precisely to prevent adverse drug interactions and ascertain effective treatment. Equipped with proven success in increasing the overall productivity by executing efficient processes that enhanced business workflows while reducing errors. Seeking a challenging position in a reputed organization where to apply my skills and knowledge for the growth of organization and career

## WORK EXPERIENCE

### ❖ PHARMACIST 2021 – 2022 (1 year 2 months) **Believers Church Medical Centre Hospital Kerala**

- To attend the doctor's prescription at the sales counter and advise the dosage of medicines to the patients
- Dispense drugs pursuant to a prescription issued by the doctor.
- Cross-check the issuing medicines with bill with regard to patient name, items name, quantity, expiry and acknowledge the bill
- To counsel the patients /customers on health, reaction of medicines
- To maintain good relations with customers/doctors
- Handle all the inbound calls primarily focusing on drug information, patient counselling/education.
- Handle cash in billing counter as and when required
- Storing the drugs under proper conditions of refrigeration and security
- To prepare bills in computer and collect the cash
- Check quantity, MRP, batch number and date of expiry of the received items from stores before entering into computer
- To enter stocks in computer and take printout of receipt from stores(RS) for cross-checking with items issues list from stores
- To maintain record for no stock items and follow-up the same
- Ensure that 100% physical stock is tallied according to category [Tablets, Syrups, Injections, Fluids, Ointments, Liquids, Capsules, Powders, Drops, Surgical, and Miscellaneous]
- Daily rack wise verification of fast moving items
- Ensure shift hand-over and take-over is given before leaving the work area
- Provide assistance and training regarding pharmacy operations to newly joined trainee staff

## LANGUAGES KNOWN

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- ❖ *English [Read, Write, Speak]*
- ❖ *Malayalam [Read, Write, Speak]*
- ❖ *Hindi [Read, Write]*
- ❖ *Arabic [Read, Write]*

## INTERNSHIP

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- ❖ **1 Month** **Muthoot Hospital Pathanamthitta Kerala**  
*Assisted Reception duties, received outpatient prescription and delivered them to pharmacist for provide medicines*

## ACADEMIC CREDENTIALS

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- 2020** **B.PHARM**  
*The Daleview College of Pharmacy and Research  
Centre Punalal Trivandrum. [ 78% ]*

## PROJECTS & SEMINARS

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- ❖ *Review on Nephroprotective plants*
- ❖ *International Seminar on "Evolution of practice of pharmacy and ethics in scholarly publishing"*
- ❖ *National Seminar on "Challenges and opportunities in Pharmaceutical industry and phyto chemical research"*