

# P. NATARAJAN

PHARMACY MANAGER



## PROFESSIONAL SUMMARY

An experienced and focused pharmacist with immense experience in providing pharmaceutical support and counsel to patients. Efficient administrator for hospital pharmacy. Excellent data entry skills and stock management skills. Willing to work in the same capacities in a reputed clinical setting.

## WORK EXPERIENCE

### MANAGER - PURCHASE & PHARMACY OPERATIONS

MOUNT ZION MEDICAL COLLEGE, Adoor,  
14 March 2023 - till date

#### • Duties & Responsibilities (Pharmacy)

- Pharmacy staff coordination
- Pharmacy duty roaster planning
- Pharmacy Inventory checking
- Pharmacy stock auditing
- Pharmacy patients Compliance addressing.
- Pharmacy stock out register checking
- Pharmacy product availability checking
- New Drug requisition form processing.
- Drug Formulary updation
- Slow moving identifying and return back to vendors
- Interaction with Doctors

#### Duties & Responsibilities (Pharmacy & Material Purchase)

- PRQ Approval
- Purchase Order creation
- Rate negotiation to Vendors & Companies
- Rate comparison checking
- PO mail send to Vendors
- PO pending follow up
- Emergency drug purchase coordination
- Local purchase coordination
- Drug Master entry
- Stock out drug arrangements

### MANAGER-STORE & DISTRIBUTION

SREE PADMAM PHARMA & AGENCIES (SREE GOKULAM GROUPS)

55 MAIN LINES AND 100 SUB LINES.

10 Aug 2022 - 10 March 2023

- Developing new business relationships and maintaining existing ones with suppliers to ensure adequate supply of products.



GANGA, SRKPRA, B31-A,  
Asramam Road,  
Nettayam, Kachani P.O.,  
Thiruvananthapuram



+919072917636



nataraj.pameswaran@gmail.com

## SKILL SUMMARY

- Pharmacy Auditing
- Inventory Management
- Store Optimization
- Process Development
- Staff and User Training
- Process Improvement
- MS Office

- Researching new product lines and developing new business opportunities for the company
- Negotiating contracts with vendors to ensure that terms are fair for both parties
- Monitoring inventory levels to ensure that products are available when needed
- Ensuring that products are stored properly to eliminate spoilage or damage
- Preparing bids and proposals for potential clients and customers
- Preparing budgets, cash flow forecasts, and other financial reports for management review
- Reviewing sales reports on a regular basis to identify opportunities for inventory turnover or markdowns
- Setting up computerized inventory tracking systems to monitor product sales and inventory levels
- Developing and implementing marketing strategies to promote products and increase sales volume

### **MANAGER - PURCHASE & PHARMACY OPERATIONS**

G.G. HOSPITAL, Trivandrum & Attingal (Sree Gokulam Group of Hospitals)

**Feb 2022 - Aug 2022**

#### **Duties & Responsibilities (Pharmacy)**

- Pharmacy staff coordination
- Pharmacy duty roaster planning
- Pharmacy Inventory checking
- Pharmacy stock auditing
- Pharmacy patients Compliance addressing.
- Pharmacy stock out register checking
- Pharmacy product availability checking
- New Drug requisition form processing.
- Drug Formulary updation
- Slow moving identifying and return back to vendors
- Interaction with Doctors

#### **Duties & Responsibilities (Pharmacy & Material Purchase)**

- PRQ Approval
- Purchase Order creation
- Rate negotiation to Vendors & Companies
- Rate comparison checking
- PO mail send to Vendors
- PO pending follow up
- Emergency drug purchase coordination
- Local purchase coordination
- Oncology drug discount updation
- Drug Master entry
- Oncology drug arrangements
- Stock out drug arrangements

### **EDUCATIONAL HISTORY**

#### **BACHELOR IN MARKETING MANAGEMENT**

Annamalai University | 2008  
(Distance Education)

#### **DIPLOMA IN PHARMACY**

John Enoch College of Pharmacy  
Thiruvananthapuram  
1993-1996

#### **PRE-DEGREE**

Govt. Arts College  
Thiruvananthapuram  
1990-1992

#### **SSLC**

Govt. Model Boys HSS  
Thycaud, Thiruvananthapuram  
1990

## INVENTORY AUDIT INCHARGE-PHARMACY

Amrita Ent. (P) Ltd | Sep 2014 - Feb 2022

Amrita Institute of Medical Sciences & Research Centre

- Conduct audit inspection and ensure pharmacy store integrity
- Provide insights for quality improvement and process adherence

### JOB PROFILE

#### 1. Preparing the schedule for stock verification across sub stores

#### 2. Stock verification of:

- Pharmacy managed sub stores
- Surprise stock verification
- Non-Pharmacy managed sub stores
- Checking the consumption entries of non-Pharmacy managed sub stores.
- Checking the consumption entries of non-consumable items.
- Surprise stock verification.
- Coordinating the sub stores handing over the procedure.

#### 3. Pharmacy Sub store surprise checking

#### 4. Stock Report verification of:

- All Pharmacy sub stores
- IP Pharmacy H V
- IP IV Fluids
- PMS HV
- PMS IV Fluids
- Pharmacy Central Receiving
- Narcotics store
- Spirit

#### 5. Weekly Stock Report checking for free centres

### FIRST AIDER CUM PHARMACIST

Apollo Tyres Ltd, Trichur | July 2013 - Sept 2014

### MANAGING PARTNER & PHARMACIST

M/S. Nataraj Medicals, Thiruvananthapuram  
April 1999- May 2013

### PHARMACIST

Chelsa Medical Care Pvt Ltd, TVPM | Feb 1997 - Mar 1999

### PERSONAL DETAIL

Father's Name :  
Late C. Parameswaran

Date of Birth:  
16th May 1975

Gender:  
Male

Marital:  
Married

Nationality:  
Indian

Languages Known:  
Malayalam, English & Tamil