

Dear Sir/Madam,

I am submitting herewith my resume for your perusal and favorable consideration for a suitable post in your organization.

A systematic, organized and high performing individual with an analytical bent of mind and fitting academic credentials, I offer over 6 years of work experience with **MED CARE PHARMACY & ELITE MEDICAL & GENERAL STORE (INDIA)**.

A hard working and talented individual seeking a job that would synergize my skills and knowledge with the objectives of the organization, I assure to give my best both independently and as a part of a team.

The above credentials along with my enclosed resume make me ideally suitable for a position in your organization. I reckon that my grooming level is apt to look outward for challenging responsibility and would appreciate an opportunity for a personal interview.

Thanking you

Yours sincerely.



ASMA TAZEEN

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A PHARMACIST with a handful of experience seeking a challenging role to contribute and escalate the academic experience and knowledge of pharmacy.

- Active and skilled professional with over 4 years of experience in a pharmacy.
- Effective coordinator having ability to strike perfect coordination to facilitate successfully reaching the given target.
- Team leader, trainer and a motivator having ability to generate maximum team productivity.
- Fine-tuned problem solving skills coupled with exceptional communication.
- Excellent communication skills summed up with splendid knowledge in the areas of pharmacy.

Work Experience:

- **Pharmacy Name: Med care pharmacy (Jan-2009 to Jan2011)**

Designation: Pharmacist

Place: Hyderabad, India.

- **Pharmacy Name: Sri venkateswara Medical store (Nov-2016 to Nov-2018)**

Designation: Pharmacist

Place: Khammam, Telangana, India.

- **Pharmacy Name: Elite medical & General Store (Feb-2019 to Aug-2021)**

Designation: Pharmacist

Place: Hyderabad, Telangana, India.

Responsibilities:

- Checking the records of sales periodically.
- Tallying with the supplies in case of shortage of drugs.
- Maintaining the records of accounts carefully.
- Performing audit along with senior officials every month.
- Referring the costumers list every month and helping them regularly with home deliveries.
- Managing and arranging all the drugs according to their order.
- Sales planning and organizing in order to improve business regularly.
- Reviewing the customers list periodically to achieve better sales and higher customer satisfaction.
- Preparing weekly reports and presents it to the manager every month.
- Programming, configuration and modification.
- Control and complete maintenance.
- Coordination with other disciplines and providing the necessary support.
- Planning maintenance schedule both preventive and quarterly.
- Prepare final reports for documentation.

Educational qualification:

B.PHARMACY (BACHELORS OF PHARMACY)

Mesco college of pharmacy (Osmania university), Hyderabad, A.P.

Personal profile:

- Entrepreneurial, dynamic, target oriented, multi-tasking, vertical thinker, strong techno-commercial understanding, excellent communication skills, good in public speaking and presentation skills.

Career summary:

Result driven with proven ability to achieve revenue goals and higher customer satisfaction, **over 6years of experience in sales** as a Pharmacist.

Accomplishments and awards:

- Participated in poster presentation held at **Sarojini Naidu vanita vidyalaya, Hyderabad, India.**
- Participated in health polio vaccination session in India during bachelor's degree.
- Participated in **Indian pharmaceutical council** held in Andhra Pradesh during bachelor's degree at Hi-tech city, Madhapur.

Personal details:

- **Father's name: M.A.Shukoor Parvez**
- **Marital status: Married**
- **Husband's name: Ahmed Hussain**
- **Date of birth: 24th September 1986**
- **Nationality: Indian**
- **Gender: Female**
- **Languages known: English, Urdu and Hindi**
- **Visa status: Residence (family visa)**