

## SHIJI RASI

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### PHARMACIST

#### APPLICATION FOR THE POST OF PHARMACIST WITH DHA ELIGIBILITY LETTER & MOH EVALUATION UNDER PROCESS

#### **CAREER OBJECTIVE**

Highly organized, and professional Pharmacist with more than 12 years of experience, solid pharmacology knowledge, communication and team-working abilities seeking a pharmacist position to make the best use of my skills and experience in improving high-quality pharmaceutical care.

#### **PERSONAL SKILLS**

- Easily adaptable to any environment, able to work under pressure producing the required results
- Good communication skills both written and oral.
- Self-motivated, responsible, confident, and poised in interactions with individuals at all levels
- Skilled organizer and problem solver with the ability to consider all options before making a decision

#### **PROFESSIONAL SKILLS**

- Responsible, Hardworking, Sincere, Helpful, initiative, and confident.
- Ensure all medications are dispensed correctly and in a timely fashion.
- Provide drug information to patients, physicians, nursing, and other ancillary departments.
- Maintain effective relationships with physician, hospital staff, patients and public.
- Ensure all medication therapies are appropriate regarding patient and disease parameters and other factors.

#### **EDUCATIONAL QUALIFICATION**

- Achieved **DHA Eligibility** Letter in July 2022.
- Passed **B. Pharm** from Nirmala College of Pharmacy under MG University in 2008
- Passed **Higher Secondary Education** from Gov HSS, Kerala in 2004.
- Passed **SSLC** from Gov HSS for Girls, Kerala in 2002.

#### **TECHNICAL QUALIFICATION**

- Passed **Diploma in Computer Application** from CDIT Gov of Kerala.

#### **EXPERIENCE SUMMARY: TOTAL 12 Years' Experience**

Organization	:	<b>KTCT MULTI SPECIALITY HOSPITAL</b>
Designation	:	<b>Senior Pharmacist</b>
Duration	:	<b>From 26/02/2009 to 06/12/2014 and from 10 Feb 2019 – 31 March 2022</b>

#### **JOB RESPONSIBILITIES**

- Receiving written prescription from the patients and verifying validity and accuracy of the Information.

- Maintain records of all Invoices and delivery notes signed by the customers through the appointed personnel.
- Submit reports to the Management such as Monthly stock reports, close to expiry stocks, delivery records, etc. through the appointed personnel
- Receiving written prescription from the Doctors and Dispatching of the medicine with accuracy.
- Maintain records of all open orders with the customers

**Organization : UNITY MEDICALS & SURGICALS**

**Designation : Senior Pharmacist**

**Duration : From 2nd Mar 2015 – 21<sup>st</sup> Dec 2018**

- Receiving written prescription from the patients and verifying validity and accuracy of the information
- Ensure adequate control and documentation of all controlled substance records and monitor patient medication profile.
- Receiving incoming supplies, verifying the material list and their quantities, and making the payments.
- Ensure good customer service is provided to all patients, and complaints are handled in an appropriate and professional manner.
- Handled customer inquiries, Responsible for checking prescriptions to ensure correct doses.
- Handled the inventory responsibilities, Provided customer prescription orders.
- Provided prescribed medications, drugs, and other pharmaceuticals.
- Pre Sales and Post sales. which includes Placing of Orders to Companies

#### TECHNICAL SKILLS

- Knowledge of Microsoft Office, Internet Technologies.

#### PERSONAL DETAILS

Name : Shiji Rasi  
 Mobile No : +971 509820966, +971 509820902  
 Nationality : Indian.  
 Date of Birth : April 14th, 1987  
 Sex : Female.  
 Marital Status : Married.  
 Languages known : English, Malayalam, Hindi & Tamil.  
 Visa Status : Visit Visa  
 Visa Expiry : October 2022

I hereby declare that the above particulars are true to the best of my knowledge.

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**Shiji Rasi**