

CURRICULUM VITAE

MUTHULAKSHMI (B.Pharmacy)

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OBJECTIVE

To obtain a position in a success-oriented company that seeks an ambitious and career conscious person, where acquired skills will be utilized towards continued growth and advancement in both professionally and personally.

PROFESSIONAL LICENSE

- Tamil Nadu Pharmacy Council, India (Reg. No: **18569 A1**)

PROFESSIONAL EXPERIENCES

1. Company Name : **Srikamatchi Medical centre , Thanjavur,**
Position : Chief pharmacist ,
Duration : **1 year , 5 months (Sep 2024 to Till date)**
2. Company Name : **Tamira Aesthetic Healthcare & Lifestyle Pvt. Ltd ,**
Position : (Pharmacy Purchase Manager, OP & IP Pharmacy)
Duration : **6 years, (Sep 2017 - Oct 2023)**
3. Company Name : **Kauvery Hospital Trichy & Chennai**
Position : (OP, IP & OT Pharmacy Purchase In Charge)
Duration : **6 years, (2011- Sep 2017)**

EDUCATIONAL QUALIFICATION

- Bachelor Degree : Bachelor of Pharmacy (**B.Pharm**)
Institution details : Thanthai Roever College of Pharmacy, Perambalur
University : The TN Dr.MGR Medical University, Chennai
Year of passing : **2007 - 2011**

PROFESSIONAL RESPONSIBILITIES

- Maintaining inventory of all medications and selling them to patients at their direction
- Identify requirements and purchase requisition from sub stores.
- Coordinates junior Pharmacist / Technician prepared medications for accuracy and quality prior to dispensing in all areas.
- Coordinates junior Pharmacist / Technicians and Pharmacy supportive staff activities in the work areas and assists in preparing work schedule.
- Collecting quotations for products from various vendors.
- Receive purchase order and make it available the items whenever required.
- Supervises inventory of pharmacy stocks periodically.
- Pharmacy policy and procedure of medication expiration short-dated and over stocked pharmaceuticals and arranges for the proper utilization of these medications.
- Giving purchase approved supplier only.
- Received Goods and raise GRN for store stocks.
- Issuing the items for particular department against the indent.
- Maintain reorder level and pre stock level and Monthly Report preparation.
- Follow up Expiry and damaged items.
- Performs monthly inspections of medication storage areas rather than the pharmacy.
- Adheres to proper safety precautions and infection prevention and control.
- Look alike , sound alike , controlled substance & high risk medicine segregate
- Maintaining cold chain drug.
- Disaster cupboard checking weekly basis.
- Supervises inventory of pharmacy chemo drug & Transplant medicine

STRENGTH

- Excellent communicator and team leader.
- Extremely organized, able to catch and correct even minor errors.
- Expert at conflict resolution and solving problems.
- Highly effective multi tasker.
- Knowledgeable in pharmacology management.
- Proficient in applicable laws and regulations

SOFTWARE SKILLS

- Operating System : Windows.
- Tools : Ms-Office & Outlook.

PERSONAL PROFILE

Father's Name : Duraisamy S

Spouse Name : Gopinath A

Date of Birth : 26th May, 1990

Gender : Female

Language knowns : Tamil & English

Marital status : Married

Blood Group : B+ve

Nationality : Indian

Address : No.196, North Street, Vijayagopalapuram, Via Padalur,
Perambalur - 621 109, Tamil Nadu.

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.

Place:

Sincerely

D MUTHULAKSHMI