

# Arun Kumar

## Pharmacy Assistant

**Detail-oriented pharmacy assistant** with 7+ years of experience. Reduced the amount of data entry errors by more than 10%, contributed to improving customer satisfaction significantly and compounded medications with zero errors in previous/current job assignments.

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DOB-05.02.1993

Address: Jharoda Burari, Delhi-110084



### WORK EXPERIENCE

#### Pharmacy Assistant

RWL Health world Pvt Ltd.

01/2016 – 04/2018

##### Responsibilities

- Provided general assistance with daily pharmacy activities
- Supported processing of sales transactions for medications and other pharmaceutical supplies.
- Took prescriptions from clients in person and over the phone
- Assisted in measuring and mixing drugs according to prescriptions
- Involved in packaging, labelling and dispensing of medications
- Checking inventory and restock drugs and other items
- Checking for expired medications and discarding it properly

#### Pharmacy Assistant

Rajiv Gandhi Cancer Institute and Research Centre Rohini  
Delhi

04/2018 - 07/2023

##### Responsibilities

- Responsible for monitoring inventory
- Directing all questions relating to prescriptions, health matters, or medications to the pharmacist.
- Answering all incoming telephone calls in a professional manner.
- Restocking shelves with medications and other pharmaceutical supplies.
- Accurately typing and printing out prescription labels.
- Attending to emails and fax messages.
- Ensuring that work areas are organized and clean.

## SKILLS

Inventory Control

Medicine Dispensing

Data Entry Skills

Packaging & Labelling

Planning &  
Organizational skills

Billing Software

### EDUCATION

B.A.  
Kanpur University, Kanpur

12<sup>th</sup> (Science)

PCB, U.P Board

10<sup>th</sup>

U.P Board

##### IT proficiency

MS office. (Excel, Power Point, Word)

### LANGUAGES

English

*Native or Bilingual Proficiency*

Hindi

*Full Professional Proficiency*