

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.

Email Id: at137596@gmail.com

Contact No.: 9718878189

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

12th (Science)

PCB, U.P Board

10th

U.P Board

IT proficiency

MS office. (Excel, Power Point, Word)

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency