



## PROFILE

Recently completed my SGUP Company Training (SCT) - Robotics & Automation course at RACE Academy, an independent training academy powered by PBA Group.

A resourceful, diligent & IT-savvy individual with meticulous attention to details and demonstrate a high level of administrative competence.

Current salary : -  
Expected Pay : 2500 (Negotiate)  
Date of Availability : -  
Reason for Leaving: I am seeking a career change.

My goal is to pivot successfully to a new career in tech by upskilling myself with new relevant knowledge.

## CONTACT



92370127



[Cherie\\_micki@hotmail.com](mailto:Cherie_micki@hotmail.com)



<https://github.com/Cherie-c0de>



[Woodlands S'pore](#)

# CHERIE SIM

## Education

**Republic Polytechnic**

From Year 2008 – 2011

**Qualification Obtained**

**Pharmaceutical Science Diploma**

## WORK EXPERIENCE

### **Guardian Pharmacy Health and Beauty [Pharmacy Assistant] – Part time**

**April 2010 – Dec 2010**

[Perform clerical duties in the retail pharmacy counter by assisting pharmacists with selling and preparing medication to patients via tele-consult.]

[Assist in operating cash registers, answering phone enquiries and restocking inventory.]

### **KTPH [Pharmacy Assistant] – Full time**

**March 2013– July 2013**

[Ensured that the prescriptions received were accurate and complete before continuing with the preparations – Fielded simple queries of customers regarding the medications and doses prescribed by the physician.]

[Assisted pharmacists in managing and organizing the pharmacy workload.]

### **Nobel Heart Centre – [Clinic Administrative assistant]**

**Jan 2015 – March 2017**

- Handle the administrative duties for a Heart Specialist centre.
- This include registration and scheduling medical appointments for patients referred by other medical institutes.
- Support Patient admission for inpatient surgery by liaising with the insurance providers and other third-party for the LOG
- Facilitate the admission process for patient by preparing and filling up the insurance documents
- Assist doctor in writing a "Thank-you" Letter for Referral of patients.
- Maintain and manage drugs inventory.

### **Pacific Bioscience [Procurement Executive]**

**April 2017- Nov 2017**

- Management of the procurement of medical supplies
- Sourcing and Liaising with suppliers/vendors to ensure pricing, quality and deliveries of medical products for Lagaay Medical Group
- Maintain and manage inventory for new orders
- Assisting the Pharmacist in prescription processing to ensure accuracy and verify that the information on the prescription is complete and accurate
- Directing phone calls and preparing shipping documents like SO, DO, Invoice, LC etc

### **FMA Canberra**

**2017 Dec – 2019 July**

- Handle the administrative duties for a GP doctor's office.
- This include scheduling medical appointments for patients and submission of medical claims
- Liaising with drug suppliers and sales representative in drug ordering

## SKILLS

- ✚ [Good Team player](#)
- ✚ [Problem-solving](#)
- ✚ [Highly-Organized](#)
- ✚ [Communication](#)
- ✚ [Excel in analytical thinking](#)

## TECHNICAL

- ✚ [Microsoft word](#)
- ✚ [Microsoft excel](#)
- ✚ [Microsoft Power Point](#)
- ✚ [Google's G Suite.](#)

## SOFTWARE SKILLS

- ✚ [UiPath](#)
- ✚ [Core programming Fundamentals](#)
- ✚ [Basic HTML](#)
- ✚ [Basic CSS](#)
- ✚ [JavaScript](#)
- ✚ [Python](#)

•sort and filing of medical records, medical certificates and medical related documents

### **INTEMEDICAL 24<sup>TH</sup> HOUR [Telemedicine Admin]**

**2019 July TILL 2020 June**

- Provide patients information on relevant features/functionality on the Telemedicine apps -MHC CarePlus to cater to their specific medical needs
- Handle the administrative duties for a GP doctor's office.
- This includes preparing and generating payroll of locum doctors
- Scheduling medical appointments for patients
- Assess and adjudicate medical claims and ensure proper payment in accordance with the benefit plan

### **Republic Polytechnic [Technical Support Officer]**

**2020 June to 2020 Dec**

- Provide technical support to teaching staff in academic laboratories
- Responsible for the day-to-day operations and the upkeep of Food science laboratories including maintenance, preparation and demonstration of lab equipment such as water activity / texture analyzer etc
- Provide administrative support related to module lessons, workshops and projects which includes trial runs for practical lesson
- Assist in procurement of goods and services in the school by helping lecturers to source for lab materials
- Obtain Quotations and raising PO to vendors promptly
- Coordinate with suppliers on delivery of goods
- Handle lab requests raised by lecturers for modules lesson and events

### **Institute of Technical Education – ITE [CET Dept]**

**04 Jan 2021 to 31 Dec 2021 [Contract based]**

- In-charge of Enrolment and administration duties for CET programme
- Attends and responds to school's admin requests, trainees queries and complaints
- Attends to incoming calls and handle email correspondences
- Monitors and ensure all SkillsFuture claims and Giro payment are made before course commence
- Assist in managing in-house ITE I-student system and Training Provider SSG TP Gateway. Verify the funding group status of course participants before billing
- Provide support on the preparation of practical/tutorial classes and logistic matters for Continuous Education Training (CET) courses in the Department
- Computer literate and good working knowledge of Microsoft office

### **RACE Robotics**

**Apprenticeship · 6 month Apprenticeship**

- Robotic Process Automation Specialist (UiPath Software) Trainee