

SANA ABDUL NAEEM KHAN

R-72, Block "C" Bagh-e-Malir, Karachi, Pakistan
Cell: +92 3310278781, 03322301108, 0323-2432394
Email: sanakhan1991@yahoo.com

Objective:

To work with an organization where I can utilize my theoretical knowledge and skills to gain practical experience and skills while serving the organization and its customers.

Summary:

- Good knowledge of pharmacy services principles and regulations.
- Ability to work in different departments of industry including quality control (Q.C), quality assurance (Q.A). and production with great enthusiasm
- Analytical skills and ability to work under pressure and learn faster.
- Ability to interact and communicate with customers & patients to educate them on correct dosages.
- Ability to work in team and as an individual to meet management expectations.
- □Ability to work with MS Office tools like MS Excel, MS Word and MS PowerPoint.

Academic:

Doctor of pharmacy (Pharm-D)

2010 – 2015

Baqai Medical University, Karachi
Secured **3.47** CGPA.

Higher Secondary Certificate (H.S.C)

Pre-Medical 2009

Board of Secondary Education Karachi.

Secondary School Certificate (S.S.C)

Science 2007

Board of Secondary Education Karachi.

Professional Experience:

MAPLE PHARMACEUTICALS (Pvt. Ltd)

September 15th to till Date

In Maple I'm performing my duties "As Production Pharmacist" in Production Department

- Involved in manufacturing Process of solid and liquid dosage form
- In process Controls of Manufacturing Batch Documents
- Auditing of Logbook
- Auditing of Batch Documents
- Ensures that all standard yield are maintained by production
- Resolved problem during manufacturing process
- Ensures the general cleanliness and hygienic condition of the manufacturing area.
- Ensures that there is discipline and good working environment among staff.

MEDICAM GROUP OF COMPANIES

February 27th To September 15th

Medicam group of companies is one of the leading company in Pakistan that consist of 4 different main areas including Marrina, Chas A Mendoza, Max lavender(cosmetics) and woodwards. The group has attained not only the status of market leader of several categories but also commenced with exports to several due to maintained quality of their products

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Job Discription

I was working as “Assistant Production Manager” and R&D officer in Cosmetics Department of “Medicam Group Of Companies”

- As a “**Assistant Manager**” I was maintaining the records of daily production
- Monitor the people and managed all the the requirement which required for the production
- As well as keep all the records of material starting from raw to the packaging material
- In “**Research and Development lab**” (R&D) I was doing manufacturing of samples on pilot scale of all the new and upcoming products and sent to marketing and higher authorities for their final approval

ABBASSI SHAHEED HOSPITAL

28th December 2013 – 28th January 2014 Intern as “Hospital Pharmacist” in “Abbassi Shaheed Hospital”

Abbassi Shaheed Hospital is one of the renowned names in the Hospital Sector. As an internee in The hospital, I performed my duties as an “Intern Hospital Pharmacist” and performed my responsibilities as below:

- Worked under supervision of licensed Pharmacists
- Performed the basic activities like B.P checking in the hospital and medicine prescriptions.
- Maintaining records of the prescription in files.
- Provided drug information to in- patients, out-patients & healthcare professional

Activities:

- Attended the seminar on “**Clinical Exposure of Pharm-D in Global Scenario**”
- Attended the seminar on “**Pharmaceutical Biotechnology**”

Computer Skills:

- Operating experience of Windows 98, Windows XP and Windows 7.
- Basic level skills in MS Excel 2003/2007, MS Word and MS Power Point.
- Finding solution of the problems using advance technology search engines like Google, Yahoo on internet.

Hobbies and Interest:

- Reading books
- Learning
- Teaching
- Music