**BINISH SHAKEEL**

Email:[**binishshakeel@yahoo.com**](mailto:binishshakeel@yahoo.com)

**Cell: 0334-2994215**

**OBJECTIVE:**

A growth oriented environment where I can utilize my Qualification, Knowledge and Skills to further enhance my capabilities and effectiveness as a team member of an organization who can also work independently if required.

**EDUCATION:**

* Pharm. D with **(3.49 GPA)** from **Dow College of Pharmacy, K**arachi.

Passing year: 2008- 2013.

* Intermediate (H.S.C)(**Pre-Medical**) with **A grade** from St Lawrence’s Govt. Girls Degree College Karachi.

Passing year 2007.

* Matriculation with **A-1 grade** from Akhtar Academy School Karachi.

Passing year: 2005.

**EXPERIENCE:**

* 100 Hours internship as Pharmacist in KIRAN Hospital, Karachi.
* Working as Warehouse Officer in Bayer Pakistan (Pvt.) Ltd from May’2014 till present where I learnt

1. Receiving and issuance of Raw material/Bulk.
2. Ensure availability of Raw materials for production.
3. Preparation of GRS (Good Receipt Slip).
4. Preparation of inventory of raw material.
5. Ensure proper stacking of raw materials according to locations in warehouse.
6. Implementation of SOP’s.
7. Compliance GMP and proper housekeeping as per DRAP 2012 requirement.
8. Monitoring dispatch of specialty care products.
9. Process order posting for packing material.
10. Managing materials as per FEFO.
11. Keep Bay4S updated by having all related transactions on daily basis.
12. Monitoring Finish good activities.
13. Monitoring of institutional coding.

**PERSONAL SKILLS:**

* Time management skills
* Proactive with persistent mind
* Self-motivated
* Good communication skills

**COMPUTER SKILLS:**

Microsoft Office (Word, Power Point, Excel), SAP

**PERSONAL INFORMATION:**

Father’s Name: Mohammad Shakeel Sheikh

Gender: Female

Date of birth May 20, 1989

Marital Status: Single

Address: 2-D, 8/13, Nazimabad No. 2 Karachi.

CNIC: 42101-4108481-0

Nationality Pakistani

Religion Islam

**REFERENCES:**

Can be furnished as and when required