**Mehwish Khan**

**Address:** A block Tariq Bin Zayad Housing Society Jinnah Avenue near Malir Halt Karachi.  
**Contact:**0313-2066595  **Email ID:** mehwish.khan@email.com

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| --- | --- |
| **EXPERTISE**  Drugs Dispensation  Quality Assurance  Patient Satisfaction  Storage & Inventory Control  Documentation | **PROFILE**   * A dedicated professional Pharmacist from Jinnah university for Women * Possess a unique talent for developing successful relationships with patient, staff, physicians, and managed care professionals * Proven expertise in handling a diverse range of enquiries and taking split-second decisions * Proven people management skills coupled with professional competencies in mobilising and judiciously managing resources * Well informed about changes, research and advances in the field of medicine. |

**ACADEMIC / PROFESSIONAL HIGHLIGHTS**

**EFROZE CHEMICAL INDUSTRIES (PVT) LTD**

**Production officer (November,2015-Present)**

* Working as a production officer in Efroze Chemical Industries (PVT) Ltd in Non Sterile area

**GENIX PHARMA (PVT) LTD (03 MONTHS )**

**Production Officer**

* Working as a production officer in Genix Pharma (PVT) Ltd in Sterile Area

**Duties and Responsibilities:**

* Maintain cGMP in sterile area by following SOP
* Maintaining BMR AND BPR
* Work on ERP system for generating MRN
* Submitting Monthly production report to Manager production
* Working as a Packaging incharge in Sterile Area
* Taking In process in packaging, filling and manufacturing area
* Maintaining log Sheets

**INTERNSHIPS**

**ABBASI SHAHEED HOSPITAL 6 WEEKS 2012**

**Trainee**

* Checking prescriptions to ensure there are no errors and appropriate & safe for individual patients
* Receiving, loading, unloading incoming goods from wholesalers, manufacturers and other sources
* Responding to telephone and face to face of a routine nature from patients, their representatives and members of the public
* Visited Pharmacy department, Medical & Surgical wards, Emergency ward, Cardiac Ward, Intensive care unit, psychiatric ward, Nephro- Urology ward and Orthopedic ward (comprises with the study of Therapeutics/medical terminology, disease states)

**BOSCH PHARMACEUTICALS PVT LTD JAN-4-2013 – JAN-30-2013**

**Trainee**

* Responsible for Quality control& assurance, warehouse management, production (sterile & non- Sterile drugs)and I.T. dept
* Accountable for accurate compounding, packaging, and labeling the pharmaceuticals
* Constantly monitoring day-to-day operations at micro level, maintaining daily checklists and executing the tasks assigned in accordance with organizational standards

**EDUCATION**

* **Mphil/M.S (Pharmacognosy),**Jinnah university for women (to be enrolled 2016)
* **Pharmacy – D** Jinnah university for Women (C.G.PA 3.44)
* **Intermediate in Pre-Medical,**Government Degree Science Collage Malir Cantt 70% (2009)
* **Secondary School Certificate(SSC),** SOS Hermann Gmeiner School 84.42%(2007)
* **Clinical Pharmacy Course,** National Institute of bone marrow transplantation and Blood diseases (NIBD) (2 Months)

**ACTIVITIES**

* **Participated in 2nd National Conference (Research In pharmacy)**Organized by DOW College of Pharmacy, DUHS, Karachi (2013)
* **“Saving Patient Protecting Doctors”,** 7thLiaquat National Hospital And Medical College Symposium (2012)
* **Workshop on “Hospital Pharmacy”** organized by “Hussianz Pakistan”, Jinnah University For Women (2012)
* **Workshop on “Responsibilities Of a Pharmacist In A General Hospital,** Abbasi Shaheed Hospital (2011)

**COMPUTER SKILLS**

* ERP Software
* MS Office Suite (Excel, Word, PowerPoint)
* Graphic Designing (Adobe Photoshop, In page)
* HTML and Front page

**Languages known:** English, Urdu **References:** Available on request