



Surat Singh

📍 **Home** : H.N. 466/4, Chotturam Nagar near Sukhpura Chowk Gohana road near Govt School , 124001, Rohtak , India

📍 **Work** : SGT UNIVERSITY , Budhera village Near AIMS Hospital , 122505, Gurgaon , India

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Gender: Male **Date of birth**: 24/04/1976

EDUCATION AND TRAINING

[2001 – 2003]

Undergraduate Diploma in Pharmacy

Maharishi Dayanand University (MD University) <https://mdu.ac.in>

City: Rohtak | **Country**: India |

Four-months Training in Surgical work, medication, Injection administration, dressing and ward works etc in hospital

Post Graduate Institute of Medical Science (P.G.I.M.S) <http://www.pgimsrohtak.ac.in>

City: Rohtak | **Country**: India |

[1993 – 1996]

Polytechnic Diploma in Electrical Engineering

Vaish Ploytechnic <http://www.vtirohtak.edu.in/>

City: Rohtak | **Country**: India |

[1992 – 1993]

12th

Board of school education Haryana <https://bseh.org.in/>

City: Rohtak | **Country**: India |

[1990 – 1991]

Matric

Board of school education Haryana <https://bseh.org.in/>

City: Rohtak | **Country**: India |

COMMUNICATION AND INTERPERSONAL SKILLS

Professional , Digital and interpersonal skills

Medicine Compounding and dispensing, Person center care, Medication support, Infection control support, Health and safety support, First aid primary health care support, routine care support, Nutrition and hydration providing support, hygiene food providing support, Dementia patient support, Effective Communication, Mental disable patients support, blood Pressure monitoring support, Diabetes patient support, Epilepsy patient support, Autism patients support, Challenging Behavior patient support, cardiac patients Stroke support skills.

Record Keeping skills, Accountability and reliability, Good communication skill, Adaptability skill, Managing and leadership skills, team work and independent work skills, problem solver, motivating others, attention to details and listening ability.

Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access), google drive, zoom, social media

LANGUAGE SKILLS

Mother tongue(s): Hindi

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

CONFERENCES AND SEMINARS

International Pharmacy practice conference

DRIVING LICENCE

Motorbikes: A

Cars: BE

HOBBIES AND INTERESTS

Hobbies and Interest

Reading literature

Gardening

Traveling

Exercise

Meditation

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WORK EXPERIENCE

[01/10/2018 – Current]

Pharmacy Lab Technician cum demonstrator

SGT University

City: GURGAON | **Country:** India

As Pharmacy Technician, support Pharmacology services by stocking and distributing medications, help health care providers and patients by greeting them in person and by phone, answering questions and requests, and referring inquiries to the pharmacist, Maintain pharmacy inventory by checking pharmaceutical stock determine inventory level , anticipating needed medications and supplies, placing and expediting orders, verifying receipt, removing outdated drugs, maintain safe and clean pharmacy by complying with procedure , rules, and regulations. Protect patients and employees by adhering to infection control policies and protocol. Organize medications for pharmacist to dispense by reading medication orders and prescription, preparing labels, calculating quantities, and assembling intravenous solutions and other pharmaceutical therapies. Maintains records by recording and

filling physician order and prescriptions, ensure medication availability by delivering medications to patients and departments. Preparing report by collecting and summarizing information.

[09/2016 – 08/09/2018]

Health Care Executive

City Maternity and Nursing Home, Rohtak (India)

As Health Care Executive, support personnel for health first aid function in providing injection administration, dressing, inhaler, catheter, nebulizer, measurement and monitoring of vitals temp, BP, Pulse rate, monitoring their intake food and output timely. Administration of medicines on time in taking tablets, capsules, oral mixtures, applying a cream/ointment, inserting drops to ears, nose or eyes, administering inhaled medicines, insulin and taking sample of urine, blood and stool tests.

Support clients who can't move on their own, help clients dress, bathe, eat etc., Assist clients with physical therapy exercises, Providing meals according to the customer's restrictions. Help customer with their shopping. Do necessary indoor and outdoor housekeeping activities. Provide emotional support. Providing friendly environment. General and technical Maintenance

[09/2015 – 10/2016]

Heath Executive (Pharmacist)

DCM TEXTILE LTD

City: Hisar | **Country:** India

Committed to quality of care, patient safety. Taking responsibility for care of patients, employees and their families in the organization. Building a culture of trust, respect . Perform day to day operations and all industrial health related compliance from time to time

Carry out pre-employment medical checks, care for people who become injured or ill at work, provide counselling, give advice and educate employees on health and safety and sickness absence, and perform risk assessments and maintain records for employees and health records . Attending the meeting and working on company policies.

[01/08/2008 – 31/08/2015]

Health Nurse cum Technical Supervisor

Rohtak Institute of Engineering and Management

City: Rohtak | **Country:** India

- Provide basic healthcare to students in case of injury or acute illness.
- Develop health plans for students with chronic illnesses and disabilities.
- Educate students and staff on healthy habits, such as proper nutrition and hygiene.
- Detect health problems in early stages through regular screenings.
- Supervise technical maintenance in premises of Institution