

# RESUME

## COMPLETE NAME

**PRIYANKA GARJE**

## CURRENT DESIGNATION

**Pharmacist/Store Supervisor.**

## E-MAIL ✉

priyugarje@gmail.com

## CONTACT NUMBER ☎

+91- 9664884496

## CONTACT ADDRESS

Navi Mumbai

## DATE OF BIRTH

14<sup>th</sup> August 1993

## GENDER

Female

## NATIONALITY

Indian

## MARITAL STATUS

Married

## LINGUISTIC PROFICIENCY

English, Hindi, Marathi

## STRENGTH

Self-motivated, Hardworking,  
Optimistic.

## COMPUTER KNOWLEDGE

Basic and advance knowledge of computer

## CAREER OBJECTIVE

A career in the field of **Store, Dispatch and Goods Maintenance** with challenging opportunities in the proficient environment also to work for an esteemed organization and grow with it.

## PROFESSIONAL EXPERIENCE

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1. Worked with Wellness Foreever Chemists & lifestyles store as Pharmacist Cum Store Supervisor(Jan 2021 – Till Date)
    - Maintaining daily inwards and outwards entries of materials. Keeping records and maintaining stock register/tally and provide their status on daily/weekly and monthly basis.
    - Material delivery , distribute couriers to employee and facility staaffs
    - Managing the filing, storage and security of official documents.
    - Vendor management/quotation preparation for supply chain within in the organization.
    - Arranging store as and when required
    - Responsible for entire store while being on duty as pharmacist.
    - Made schedule, payroll, bank doposits, and store reports.
    - Manging , supervising and trannig new pharmacy staff.
  2. Worked with Lotus pharmacy as Pharmacist(Oct 2018-Jan 2020)
    - To handle easy OPD prescriptiona as well as hospital drug indent
    - To handle the medicine as well as cash
    - Data Entry of store dispatched / Incoming Item
    - Verification of outgoing and incoming stock, daily stock checking. Keeping records and maintaining stock register.
  3. Worked with krishna medical & surgicals as Pharmacist(Dec 2014-Dec2016 )
    - To handle easy OPD prescriptiona as well as hospital drug indent
    - Despence and consouled patients on any new prescription whether in pharmacy or at.
    - Resolved patients questions, issues regarding medication and medicine bills.
    - To handle the medicine as well as cash
    - Data Entry of store dispatched / Incoming Item
    - Verification of outgoing and incoming stock, daily stock checking. Keeping records and maintaining stock register.

**PROFESSIONAL EXPERIENCE WITH HOSPITALS UNDER KRISHNA MEDICAL & SURICALS**

1. Gokuldas Tejpal Government Hospital medical store Mumbai CSMT
2. Dr. D Y Patil Hospital Medical store Nerul,Navi Mumbai
3. Shivaji Hospital Pharmacy,Thane Belapur road, Kalwa

**WORKING WITH SOFTWARE SYSTEMS**

- Mediversion
- Marg
- Eco green

**EDUCATIONAL QUALIFICATION**

EXAM	BOARD	YEAR OF PASSING	REMARK
Diploma Pharmacy	M.S.B.T.E	March 2013	II Class
H.S.C.	Maharashtra	March 2006	II Class
S.S.C.	Maharashtra	March 2004	II Class

**DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date :

Place: Navi Mumbai

Priyanka Prakash Garje