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Name of Establishment	: Mari Cares Pharmacy
Department	: Inventory and Monitoring Sales
Period Covered	: July 14-18 2025

## Week 1

### **WEEKLY OVERVIEW:**

During my five-day internship at Mari Cares Pharmacy, I gained valuable experience by participating in various tasks that improve my focus, time management, and communication skills. Each day brought new learning opportunities and allowed me to support the pharmacy's daily operations. Key highlights of the week include:

- Recorded sold products and began encoding the data into a spreadsheet for proper inventory tracking.
- Continued with the data entry of sales to ensure all transactions were accurately documented.
- Assisted in labeling and assigning prices to newly arrived items before they were placed on shelves.
- Helped serve and attend to customers, supporting the staff with basic front-line tasks.
- Took part in monitoring sales flow and conducted inventory checks as new stocks were delivered.

During my week at the pharmacy, I developed a deeper understanding of its day-to-day operations and the importance of accuracy in every task. The responsibilities I was given—such as recording sales, managing inventory data, labeling products, and assisting with customer service—sharpened my attention to detail and taught me how even small actions contribute to the overall efficiency of the workplace.

## **KEY LEARNING AND INSIGHTS**

During my five-day internship at Mari Cares Pharmacy, I gained valuable insights into the daily operations of a pharmacy and developed important skills such as focus, time management, and communication. Through tasks like recording sold products, encoding sales data, labeling and pricing new items, and assisting customers, I learned the importance of accuracy and attention to detail in maintaining an organized and efficient system. This experience taught me how routine tasks contribute significantly to smooth operations and a better customer experience. Additionally, working closely with the pharmacy staff helped me understand the value of teamwork and effective communication in delivering quality service.

## **CHALLENGES**

During my internship, I faced several challenges that helped me grow professionally. Balancing multiple tasks such as data entry, labeling, and assisting customers required me to develop strong time management and prioritization skills. Maintaining accuracy and attention to detail while working quickly was sometimes difficult, especially when recording sales and managing inventory.

## **RESOLUTION**

To overcome these challenges, I focused on improving my time management and staying organized throughout the day. I took extra care to double-check my work to ensure accuracy and asked for guidance when learning new systems. By practicing clear and patient communication, I was able to better assist customers and collaborate with the team. These strategies helped me handle my tasks more effectively and contribute positively to the pharmacy's operations.