

SURAIYA MEHDIA

OBJECTIVE	<i>To seek a challenging position at this stage in my career where I can utilize my knowledge and align with the practical requirements of an Organization. Being an experienced professional brings a lot of motivation and energy to learn and to give back to the organization and grow within the organization with positive contribution.</i>
SKILLS & ABILITIES	<ul style="list-style-type: none"> • <i>Good communication and interpersonal skills.</i> • <i>Quick learner with very good analytical and problem solving skills</i> • <i>Flexible: Quick adaption to new challenges and responsibilities.</i> • <i>Time Management: Manage time effectively, prioritizing tasks and able to complete work in deadlines.</i> • <i>Motivation :Self-motivated and focused with strong decision making skills.</i> • <i>Other Strengths : Possess a lot of self confidence, multitasking capabilities and leadership skills.</i>
EDUCATIONAL QUALIFICATION	<ul style="list-style-type: none"> • <i>B.Pharmacy From St.Mary's College Of Pharmacy, Secunderabad, Affiliated to JNTU in 2013</i> • <i>Intermediate(Bi.P.C) From Sri Chaitanya Junior Kalasala, Narayanguda, Affiliated to Board of Intermediate in 2008</i> • <i>S.S.C From St.Pious X High School, Ramnagar, Affiliated to Board of Secondary Education in 2006.</i>
ACHIEVEMENTS	<ul style="list-style-type: none"> • <i>AN ARTICLE(FORMULATION AND EVALUATION OF ORAL THIN FILM OF DIPHENHYDRAMINE HYDROCHLORIDE) IN INTERNATIONAL JOURNAL OF PHARMACEUTICAL SCIENCES AND RESEARCH, VOLUME 1, ISSUE 4, SEPTEMBER 2013.</i>
INDUSTRIAL TRAINING	<ul style="list-style-type: none"> • <i>HAVE DONE INDUSTRIAL TRAINING AT BIOLOGICAL EVANS LIMITED, AZAMABAD IN 2013</i>
PROJECTS COMPLETED	<ul style="list-style-type: none"> • <i>"Pathophysiology, Anatomy and Treatment Of Diabetic Neuropathy."</i> • <i>"Formulation and Evaluation Of Oral Thin Films Of Diphenhydramine Hydrochloride."</i>
WORK EXPERIENCE	<ul style="list-style-type: none"> • <i>Working as Selling Partner Support Associate at Amazon Development Centre, Hyderabad from 6th June 2022.</i> • <i>Worked as Executive-Fixed Assets and Inventory Control/Purchase lead at THUMBAY HOSPITAL, CHADERGHAT from 24th September 2018 to 6th April 2020.</i> • <i>Worked as a SENIOR PHARMACIST at STORK HOME FERNANDEZ HOSPITAL, BANJARA HILLS from 5th April 2016 to 10th July 2018.</i>

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- *Worked as an INCHARGE PHARMACIST/Purchase Officer at KASTURI MULTISPECIALITY HOSPITAL at Secunderabad from 4th July 2013 to 15th March 2016.*
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**RESPONSIBILITIES
HANDLED**

AT KASTURI HOSPITAL AND STORK HOME
FERNANDEZ HOSPITAL

- *PURCHASE OF MEDICINES.*
 - *ACCURATELY HANDLING STOCK BY DOING MONTHLY AUDITING.*
 - *ISSUE OF MEDICINES.*
 - *MAINTAINING SCHEDULE 'H' REGISTER.*
 - *MAINTAINING NARCOTICS REGISTER AND ISSUE OF NARCOTICS.*
 - *LISTING OUT CATEGORY 'A' 'B' 'C' MEDICINES AND CHECKING DAILY.*
 - *DOING PRESCRIPTION AUDITING ON DAILY BASIS.*
 - *GIVING INDENT TO WARDS,OT, POW, LR, NICU & ENTERING THE SAME IN SOFTWARE.*
 - *CHECKING EXPIRY OF MEDICINES AND RETURNING BACK TO DISTRIBUTOR.*
 - *REPLACING SHORT EXPIRY MEDICINES TO ALL THE DEPARTMENTS AND ENSURING THE USAGE OF THOSE MEDICINES BY REGULAR FOLLOW-UPS TO THOSE DEPARTMENTS WHERE THERE IS REGULAR USAGE.*
 - *UPDATING THE MEDICINES TO THE CONSULTANTS AT HOSPITAL.*
 - *DOING WARD AUDITING ON MONTHLY BASIS.*
 - *HANDLING OP & IP PHARMACY.*
 - *MAKING DUTY ROTA.*
 - *WRITING INDENTS TO THE WHOLESALE STORE AS AND WHEN REQUIRED.*
 - *HANDING OVER THE SCROLL CASH TO BILLING DEPARTMENT.*
 - *MAINTAINING ROOM, FRIDGE, FREEZER TEMPERATURE CHARTS.*
 - *ANSWERING PHONE CALLS.*
 - *ARRANGING MEDICINES FROM OUTSIDE PHARMACY AS SOON AS POSSIBLE.*
 - *DISTRIBUTING WEEKLY INDENT TO THE WARDS.*
 - *COORDINATING WITH DIFFERENT DEPARTMENTS.*
 - *COUNSELLING THE PATIENT REGARDING DOSAGE FORM.*
 - *DOING CASE SHEET AUDITING FOR DISCHARGES.*
 - *GIVING HMIS REPORT EVERY MONTH.*
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AT THUMBAY HOSPITAL

- *RAISING PURCHASE ORDERS(PHARMACY, MEDICAL, NON MEDICAL)*
 - *CONVINCING VENDORS TO SUPPLY(EVEN DURING NON PAYMENT OF THEIR DUES)*
 - *ARRANGING ALTERNATE VENDORS WHEN VENDOR NOT SUPPLYING.*
 - *ACTIVELY INVOLVED IN PLANNING OF PAYMENTS WITH MANAGEMENT*
 - *RECONCILIATION OF VENDOR LEDGER STATEMENTS IN COORDINATION WITH ACCOUNTS DEPARTMENT*
 - *ITEM CREATION AS PER ORACLE NOMENCLATURE.*
 - *APPROVALS FOR NEW ITEMS/BRAND CHANGE FROM THE CONSULTANTS AND MEDICAL DIRECTOR.*
 - *ARRANGING IMPLANTS AND NON AVAILABLE STENTS IN COORDINATION WITH SURGEON AND CENTRAL STORES.*
 - *FOLLOW UPS FOR PENDING QUOTATIONS.*
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- **PREPARING COMPARISON SHEET IN ABSENCE OF CONCERNED PERSON.**
 - **PUTTING UP NEW IDEAS TO MANAGEMENT(LIKE TAKING ADDITIONAL DISCOUNTS)**
 - **FOLLOW UPS WITH SUPPLIERS FOR CREDIT NOTES OF NEAR EXPIRY ITEMS.**
 - **COORDINATING WITH MANAGEMENT AND ACCOUNTS DEPARTMENT FOR PAYMENTS.**
 - **SETTING UP ROL FOR RETAIL PHARMACY AND CENTRAL STORES.**
 - **GUIDING THE STAFF OF ALL DEPARTMENTS IN RAISING ORACLE REQUISITIONS.**
 - **HANDLING CENTRAL STORES IN ABSENCE OF INCHARGE (RECEIVING AND CHECKING STOCK, GRN's, GDN's).**
 - **MEETING MEDICAL REPRESENTATIVES.**
 - **ARRANGING PROGRAMS FOR HOSPITAL THROUGH MEDICAL REPRESENTATIVES.**
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AT AMAZON DEVELOPMENT CENTRE

- **DEMONSTRATE END TO END OWNERSHIP OF EVERY SELLER INTERACTION COUPLED WITH PROACTIVE PROBLEM SOLVING AND PROVIDES EXCEPTIONAL SUPPORT TO SELLERS.**
 - **DEMONSTRATE EFFECTIVE, CLEAR AND PROFESSIONAL WRITTEN AND ORAL COMMUNICATION.**
 - **PROVIDE PROMPT AND EFFICIENT SERVICE TO AMAZON SELLERS AND MERCHANTS INCLUDING THE APPROPRIATE ESCALATION OF SELLERS' ISSUES.**
 - **MAINTAIN A POSITIVE AND PROFESSIONAL DEMEANOR ALWAYS PORTRAYING THE COMPANY IN A POSITIVE LIGHT AND EFFECTIVELY MANAGING SENSITIVE ISSUES.**
 - **DEMONSTRATE EXCELLENT TIME-MANAGEMENT SKILLS AND THE ABILITY TO WORK INDEPENDENTLY WHILE USING DEPARTMENTAL RESOURCES, POLICIES AND PROCEDURES.**
 - **CONTRIBUTE TO A POSITIVE TEAM ENVIRONMENT AND PROACTIVELY AIDS TEAM MEMBERS WITH DIFFICULT CONTACTS AS NEEDED.**
 - **MAINTAIN ACCEPTABLE PERFORMANCE METRICS SUCH AS QUALITY, PRODUCTIVITY, FIRST CONTACT RESOLUTION, AND ATTENDANCE.**
 - **ACTIVELY SEEKS SOLUTIONS THROUGH LOGICAL REASONING AND DATA INTERPRETATION SKILLS AND IDENTIFIES TRENDS TO APPROPRIATE CHANNEL INCLUDING IMPROVEMENT SUGGESTIONS.**
 - **LIAISE WITH OTHER DEPARTMENTS SUCH AS CUSTOMER SERVICE, MERCHANT INVESTIGATIONS, OR PAYMENTS TEAMS AS REQUIRED TO RESOLVE SELLER'S ISSUES AND QUESTIONS.**
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COMPUTER SKILLS

Software/Applications

- **MS Word**
 - **MS Excel**
 - **Focus 5**
 - **Focus 6**
 - **Practo**
 - **Shivam Medisoft**
 - **Hospital Information Management Systems(HIMS by Thumbay Hospital)**
 - **ORACLE**
 - **Paragon(Amazon)**
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**OTHER
INFORMATION**

- ***Father's Name : Mohammed Abdul Azeez.***
 - ***Date of Birth : 18th May 1991.***
 - ***Place of Birth : Hyderabad (TELANGANA).***
 - ***Nationality : Indian.***
 - ***Religion : Islam***
 - ***Sex : Female.***
 - ***Marital Status : Married***
 - ***Languages : Fluent in English, Hindi, Urdu & Telugu.***
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I Hereby declare that above given information is true to the best of my knowledge.

Place : Hyderabad

Name : Suraiya Mehdia