

Pujarati Rajbansi

Pharmacy Technician

King of Prussia, PA - Email me on Indeed: [indeed.com/r/Pujarati-Rajbansi/6ad8f85415f9609d](https://www.indeed.com/r/Pujarati-Rajbansi/6ad8f85415f9609d)

Authorized to work in the US for any employer

WORK EXPERIENCE

Pharmacy Technician

Estates Pharmacy and Surgical Indaaz Inc - Queens, NY - May 2011 to March 2016

ROLES AND RESPONSIBILITIES:

- Assist the pharmacist by organizing medications to dispense by reading prescriptions, preparing labels by entering prescription data in computerized billing system, calculating quantities of different pharmaceutical therapies.
- Help patients by assisting them in person and by phone, answering questions and requests, referring inquiries to the pharmacist.
- Billing the prescriptions to third party.
- Keeping pharmacy inventory updated by checking pharmaceutical stock to determine inventory level, anticipating needed medications and supplies, placing and expediting orders, verifying receipt, removing outdated drugs.
- Maintains a safe and clean pharmacy by complying with procedures, rules, and regulations.
- Maintains records by recording and filing physicians' orders and prescriptions.
- Ensures medication availability.
- Give a simple briefing to the patients about the medication and how to take them.
- Contributes to team effort by accomplishing related results as needed.

OTHER EXPERIENCES:

Teaching Assistant

East West University - Dhaka - 2011 to May 2011

Undergraduate Teaching Assistant

Physical Pharmacy (I) and Pharmaceutical Technology - February 2009 to June 2009

ROLES AND RESPONSIBILITIES:

- Assist the Teacher in official work
- Student counseling in their problem in Physical Pharmacy (I) and Pharmaceutical Technology

EDUCATION

Bachelor in Pharmacy

East West University
2010

CERTIFICATIONS

CPhT

April 2016 to April 2018

Certified Pharmacy Technician

ADDITIONAL INFORMATION

TECHNICAL SKILLS

- Knowledge and Experience in working with Micro Merchant System
- Operating System: Windows7, 2000, XP
- MS Office Tools: MS Word, MS Excel, MS Power Point