

SARA MOHAMMAD QADORI

Baghdad - Iraq
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Career Objective

Offering responsibility of my professional experience in Administration to challenging position and rewarding experiences and at the same time maintaining a high standard of performance and business ethics.

Key Skills

- Excellent management skills.
- Strong presentation and negotiation skills.
- Detail-Oriented, Works Well with a Team.
- Strong Customer-Service Skills.
- Excellent Verbal Communication Skills.
- Follows Instructions Well.
- Organisational Skills, Mathematical Skills.
- Strong Scientific Skills,
- Excellent Memorisation Skills.
- Knowledge of Drug Regulations.
- Multi-Tasking Skills.
- Record-Keeping Ability
- Ability to work long hours, often under pressure.

Career Progression

❖ **Administrator & Pharmacist Assistance at (Privet Pharmacy)**

Aug.2018 – Continuous

Location: Baghdad, Iraq

Company Industry: Medical

Job Role: Pharmacist Assistance

- Giving prescription medication and other medical products to patients under direction of licensed pharmacist.
- Counts pills, labels bottles, prices, and compounds medications to prepare prescriptions for patients as directed.
- Supplies patients with information and education on their prescriptions.
- Answers patients' questions about their medications under the supervision of the pharmacist.
- Completes patients' sales transactions for purchase of prescription and over-the-counter medications as well as other pharmaceutical products.

Job Role: Management

- Research potential vendors.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Coordinate with warehouse staff to ensure proper storage.
- Performs administrative duties, including answering phones, receiving and inputting prescription orders, operating cash registers, and restocking inventory.

Skills:

- Management skills: Administration, planning, setting standards, supervision & scheduling.
- Negotiation skills: Influence, advocacy, respect the ethnic diversity & cultural and religious.
- Regulation thinking: Appreciation of the professional, analytical capacity & visualize the concepts.
- Creative skills: Strategic thinking, teamwork & coaching.
- Technical skills: Using computer & software programs (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook Express, Photoshop), HR program. Emailing (Outlook, Yahoo, Gmail & Hotmail).
- Communication & office skills: Using all office equipment such as (internet, calculator, camera, scanner, printer..... etc.).
- Car driving ability.

Academic Qualification

Bachelor's degree in Gomel University/ Petroleum Engineering 2017/2018

Computer Skills

MS-Office (Excellent Excel / Word & PowerPoint), Internet Explorer

Personal Data

11-07-1993 | Single | Iraqi Citizen | Female

Hobbies/Interest

Reading, Sports

Languages Known

Arabic "Mother language" & English (Read, Write and Speak) "Good"

Russian (Read, Write and Speak) "Good"

References

Can be furnished immediately upon request.