

**SHALINI S**

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Tel : +91-9489459643

Reg.No:27800/A1

**Career Objective:**

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Intend to put forth my efforts in a challenging environment with committed and dedicated people, which will yield me the twin benefits of gaining knowledge and satisfaction.

**Academics:**

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<b>B.Pharm</b>	The Tamilnadu Dr.M.G.R. Medical University- Chennai	77%	2019
<b>12th</b>	Maharishi Vidhya Mandir,Karaikudi	83%	2015
<b>10th</b>	Chidhambaram Chettiyar Hr Sec School, Karaikudi	94%	2013

**Professional SkillSet:**

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- ❖ Checking of prescriptions of the out patients and explaining the dosages to the patients as per the doctors prescriptions.
- ❖ Preparing bill for the medicine sold to the out patients and also verifying the bills prepared by the salesman and check the correctness of batch Number date of expiry M.R.P and the selling price.
- ❖ Collecting the correct bill amount for the medicines issued to the out patients.
- ❖ Maintaining day book and also purchase invoices and collecting receipts for the payment made to the suppliers of medicines.
- ❖ Maintaining stock register and also noting the date of expiry.
- ❖ Preparing index of medicines and also storage of medicines for easy retrieval of medicines.
- ❖ Collecting and verifying proper prescription for the proper authorization of narcotics and dangerous drugs.
- ❖ Providing the list of new medicines to the doctor to meet the prescriptions from outside and prepare the intent for the purchase of new medicines.
- ❖ I always keep in mind the exact stock of medicines and the medicines to be ordered.
- ❖ I know to maintain stocks under inventory control.
- ❖ Keeping the narcotics and dangerous drugs cupboard under lock and key.
- ❖ Keeping the life saving drugs under optimum level storage and make it easily available during emergency.
- ❖ Depositing the daily collections of the pharmacy in the bank account maintained in the name of the pharmacy.

- ❖ Taking care to collect the value of medicines to the out patients as well in patients supplied at the time of emergency.
- ❖ Taking care to dispose of the medicines having short expiry.
- ❖ To keep the pharmacy to be in good and neat condition and undertake cleaning works in regular intervals.
- ❖ To maintain and store the vaccines in proper cold storage.
- ❖ To strictly follow the norms regarding the sale of schedule 'H' drugs and maintain the consent register regularly.
- ❖ More than these I have been polite and sympathetic towards patients.

#### **Employment Experience:**

- ❖ Working as Hospital Pharamacist at PSG MultiSpeciality and SuperSpeciality hospital, Coimbatore (10 October 2019 to till date)

#### **Personal Details:**

**Name** : Shalini S  
**Father's Name** : Sethuramalingam A  
**Date Of Birth** : 12-01-1998  
**Nationality** : Indian  
**Marital Status** : Single  
**Gender** : Female  
**Language Known** : English, Tamil  
  
**Permanent Address** : 15, SKC illam,Muthupattinam  
VOC Road, Karaikudi.  
Sivaganga(D.T), Tamilnadu- 630 001

#### **Declaration:**

I, hereby declare that the above statements made are complete and true to my knowledge and belief.

Karaikudi

Shalini S