Reena Rani

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New Plymouth, 4312

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02040751681

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**Career Objective**

I am seeking a full-time job as a pharmacy assistant or technician trainee, which will utilize my skills in health care, communication, and time management.

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**Key Skills and Attributes**

**• Time management skills:** excellent time management skills with a flexible working style that can adapt easily to changes of environment and work schedule

**• Computer skills:** intermediate skills in Microsoft Word, Excel, PowerPoint, Internet and email

**• Record keeping:** able to maintain accurate records, correspondence and work materials in a tidy and logical fashion

**• Customer service:** experienced in dealing effectively with patients, keeping patients calm, dealing with queries and problem solving

**• Team work:** experienced in working with a team of 6 Health Professionals but equally skilled in working independently as required

**• Personal qualities:** patient, flexible, accurate, reliable, punctual, honest and able to deal with a wide range of people

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**Experience:**

**Medical** **Representative** March 2013- October 2014

Cipla medicinal company

India

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| **Pharmacist** | **November 2014 - November 2015** |

Community Health Centre

Pathankot, India

*National Rural Health Mission*

**Health care Assistant March 2017- February 2018**

Summerset By the park

Manukau

**Health care Assistant Currently**

Sunhaven Rest home

New Plymouth

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**Education**

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| **Diploma in Health Services Management** | **2015-2016** |

National Institute of Education

Auckland, New Zealand

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| **B.Sc. Medical (Chemistry)** | **2010 - 2013** |

Giani Kartar Singh Memorial College

Tanda Urmur, India

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| **Diploma in Pharmacy** | **2008 - 2010** |

Govt.Polytechnic.College for Women

Jalandhar, India

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**Interests**

• Spending time with friends and family

• Trying foods from different cultures

• Walking

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**Personal information**

**Visa status:** Work visa

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**Referees available on request**