

RESUME

NANDAKUMAR. C

Reg.No: 18833 A1

B.PHARMACY

(HOSPITAL MANAGEMENT)

E-mail:nandhapharmacist87@gmail.com

Career Objective

Strength and capabilities as a hard worker in the organization and to contribute maximum to the success in the upliftment of the organization.

Core Competencies:

Sales and Business development: Handling of prescription pertaining to entire range of drugs.

Personal Skills:

- Good and efficient public contacts
- Focused and Hardworking
- Good interpersonal relationship
- Good English communication skills

Computer Proficiency:

- Typing Speed and Accuracy.
- Excellent Communication Skill

Designation:

Pharmacist (In Patient Pharmacy, Out Patient Pharmacy, OT & ICU Pharmacy)

Work Experience:

Designation	Organization	Duration	Nature of Work
Pharmacist	Popular Clinic & Pharmacy, Bodurasgefaanu magu -Male', Maldives.	Oct 2023 to Jan 2026	Pharmacy
Pharmacist	Shifa Al Burooj Clinic, Wilayat Barka- Sultanate of Oman	May 2023 to July 2023	Pharmacy
Pharmacist	Dr.Jeyasekaran Medical Trust & Hospital, Nagercoil	Jan 2016 to Dec 2022.	Pharmacy
Pharmacist	Miot International, Chennai	Aug 2014 to Nov 2015	Pharmacy
Pharmacist	Srinivasa Hospitals, Nagercoil	May 2013 to Apr 2014	Pharmacy
Pharmacist	Theiva Nursing Home, Tuticorin	Nov 2010 to July 2012	Pharmacy

Academic Qualification:

Course	University / Board	Year
S.S.L.C	Government of Tamil Nadu Examinations	30.05.2003
H.S.C	Government of Tamil Nadu Examinations	22.07.2005
Bachelor of Pharmacy	Tamil Nadu Dr.MGR Medical University	25.08.2012

Various Responsibilities Handled:

- Assigned the tasks of coordinating, supervising and managing daily activities of the health care department.
- Responsible for ensuring the availability of sufficient health care staff to carry out administrative tasks efficiently.
- Able to Instruct others to arrange activities.
- Responsible for handling and resolving issues within the department
- Responsible for developing innovative policies and procedures for the organization.
- Responsible for preparing manual documents by making use of computers.
- Monitored and supervised the daily operations of medical care unit.
- Handled the tasks of implementing plans for health programs, services and quality initiatives.
- Analysed and reviewed the activities of health care staff as well as improved the utilization of services.
- Prepared daily report of the staff and updated the same to the directors.
- Coordinated in the activities of nursing, clerical, technical and mobile unit.
- Resolved patient care issues, problems and concerns.
- Ensured that patient care requirements are met with appropriate competence and delivery.
- Monitored and analysed the results of quality measurements and recommended solutions to improve patient care.
- Counselling Patients on the effects, dosage and route of administration of their drug treatment.
- Communicating effectively with patient's relatives, community Pharmacist and General Practitioners.
- Ensuring medical products are stored appropriately and securely to ensure freshness and potency.
- Ensuring Medication are reaches the Patients in the correct form.
- Taking the responsibilities and handling the narcotic medicines, narcotic register maintaining and narcotic medicines issue to the in patients as well as to the words with proper documents.
- Making the purchase requisition. Purchase order and goods receipt note (PO & GRN)
- Checking the near expiry medicines every three months and removing from racks and making the purchase return to the vender.
- Follow up of credits note bill and credit note bills will sent to finance department.

- Ensuring the proper availability of medicines in right time and right condition with proper temperature.

Personal Profile:

NAME : **NANDA KUMAR C**
DATE OF BIRTH : 27.02.1987
FATHER'S NAME : CHELLAPPAN. A
SEX : MALE
NATIONALITY : INDIAN
RELIGION : HINDU
CURRENT RESIDENCE : NAGERCOIL
PROFESSION : BACHELOR OF PHARMACY (4 YEARS)
PASSPORT NUMBER : W9625680
PLACE OF ISSUE : MADURAI
DATE OF EXPIRY : 07.03.2033
MARITAL STATUS : MARRIED
LANGUAGES KNOWN : ENGLISH, TAMIL
Present Address : 7/55, MIDDLE STREET,
PUTHUGRAMAM,
RAMAPURAM POST,
KANYAKUMARI DIST,TN
CONTACT NUMBER : 7401740387

Declaration:

I hereby by declare that all the information given above are true to the best of my knowledge and belief.

Thanking you.

Place :

Yours sincerely,

Date :

(Nanda Kumar C)