

Anju C Thamby

++917356349629

anjuthamby2001@gmail.com

Enthusiastic Administrator eager to contribute the success through hard work, attention to detail and excellent organizational skills. To make sincere and dedicated effort in achieving the organizational goals. Motivated to learn, grow and excel in the assigned industry.



Work Experience

Medical Counter Staff, U. S. Pharma
M. G. Road, Thrissur | October 2018 – June 2021

- Answering questions from customers face-to-face and on the phone.
- Maintain an inventory of common medications.
- Count, package, and label medications for prescriptions.
- Place orders for out-of-stock medications.
- Manage pharmacy techs and other employees.
- Select suitable alternatives to name brand medication.
- Completing relevant pharmacy paperwork.
- Dispensing medicines to customers once the pharmacist has fulfilled them.
- Monitor and maintain inventory of medicines and pharmaceutical supplies
- Place orders for required inventory.
- Receive and record medications and pharmaceutical products.
- Process charges of the medical products.
- Package and label medications and pharmaceutical products.
- Stock shelves and arrange it to the appropriate shelves.
- Prepare billing details for medications
- Collect and process payments

Education

Bachelor of Science, University of Calicut
Specialized stream : Psychology

Higher Diploma, SRC Community College
Specialized stream : Counselling Psychology

Languages Known:

- English
- Hindi
- Malayalam
- Tamil

Additional Details

Father's Name: Thamby C C
Date of Birth: 19.04.2001

Nationality : Indian

Hobbies: Singing & Writing

Address:

Cheruvathoor House
House No : TRA 17
P O Pottore, Thiroor
Thrissur, Kerala

- Complete sales transactions for prescription and over-the-counter medications and other pharmaceutical products.
- Maintain work area in an organized and hygienic manner.
- Keep pharmacy equipment clean and in good working order.
- Ensure products and shelves are kept neat and tidy.
- Always adhere to quality assurance standards.

Declaration

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

ANJU C THAMBY

Software Skills

- MS Word
- MS Excel
- MS PowerPoint
- MS Paint
- Windows XP
- Windows 7
- Windows 8
- Windows 10

Professional Skills

- Exceptional organizational skills and ability to perform multiple tasks simultaneously.
- Excellent time management and efficiency in all tasks.
- Friendly and helpful customer service skills in person and over the phone.
- Excellent communication Skill.
- Observing mentality and positive thinking.
- Sincere in work and commitment.
- Team Leadership & co-ordination.
- Hardworking and sincere.
- Outstanding Presentation Skill.
- Customer care & service minded.

