

PROFESSIONAL RESUME

Shallet M. S.

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CAREER OBJECTIVE

To grow with a leading organization that utilizes my abilities to the fullest extent possible, helping me realize and develop my potential and be a part of a team that scales great heights through continuous learning process and utmost dedication.

PROFESSIONAL REGISTRATION

Dubai Health Authority : Pursuing
Kerala State Pharmacy Council : Reg No 48854

WORK EXPERIENCE

Organization : LANDMARK PLAZA PHARMACY, ABU DHABI, UAE
Duration : November 2017 – Present
Designation : Pharmacist Trainee

Responsible for the day to day running of the Pharmacy. Providing a professional sympathetic and supportive service to patients and identifying the right healthcare solution to meet their needs.

Duties:

- Communicating with clients and customers about their experiences with a product or service.
- Providing advice on purchasing products or services.
- Answering client or customer questions about properly using or accessing a product or service.
- Files medical claim for audit and make sure to receive the payment from the patient's insurance company.
- Assisting the Head of Insurance Department for reports, replying emails and enrollment of branches.
- Verifies all patient eligibility, authorizations, benefits, claim information with companies.
- Determines patient portions due, amounts to be billed, contractual discounts to be taken, or any other authorized discounts that may apply.
- Maintains insurance plan request database; ensuring data is entered accurately and in a timely manner as determined.

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KEY SKILLS AND COMPETENCIES

- Knowledge of contemporary hospital pharmacy practice and service.
- Strong computer knowledge and familiar with pharmacy software.
- Thorough understanding of laws, regulations and standards governing.
- Strong presentation and communication skills.
- Hardworking, Highly motivated and punctual.

EDUCATIONAL QUALIFICATION

- Bachelors of pharmacy graduate from Dr. M.G.R. Medical University, Chennai, Tamil Nadu in 2016 with 75%.
- Passed higher secondary with science and biology from Kerala Higher Secondary board in 2012.
- High school passed from Kerala Secondary board in 2010.

COMPUTER SKILLS

Operating Systems	:	Windows XP, 7 & 10
Application package	:	MS Office
Health Care Software	:	Pharmacy Plus, Cortex Clinical- Management, Alliance, PBMLink, NanoPBM, NextCare Insurance

PERSONAL PROFILE

Name	:	Shallet M S
Father's Name	:	Mohanan
Permanent Address	:	Pavithram, Mahadevikad P.O, Karthikappally-690516
Nationality	:	Indian
Marital Status	:	Married
Date of Birth	:	24/04/1994
Passport No.	:	N9648568

LANGUAGES KNOWN

English, Malayalam, Hindi, Tamil & Arabic

DECLARATION

I do here by confirm that the information given in this form is true to do the best of my knowledge and belief.

Place : Abu Dhabi

Date : 26-09-2020

Shallet MS