

Abdul Wahid Khan

055 031 4180 • idforksa@gmail.com • Karachi , Sindh 75500

Dedicated and reliable professional skilled in providing excellent customer service, accurately filling prescriptions, and maintaining inventory. Possesses a strong attention to detail and a commitment to accuracy and quality drug care. Adept at collaborating with other healthcare professionals to ensure customer satisfaction.

Detail-oriented professional with excellent communication, interpersonal, and creative thinking skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hard-working by my peers, I can be relied upon to help your company achieve its goals.

Experience

MAR '21 - JUL '23

Pharmacy Assistant and Technician | Jannat Medical Store , Karachi, Sindh

- Demonstrated ability to manage multiple tasks while remaining adaptable and flexible.
- Provided efficient and courteous service to customers at all times.
- Met deadlines while maintaining high-quality deliverables.
- Managed and coordinated multiple projects while ensuring timely completion.
- Worked with coworkers to complete tasks.
- Responded quickly to meet customer needs and resolve problems.

FEB '18 - JUL '19

Pharmacy Technician | Mubarak Medical Store, Karachi , Sindh

- Provided excellent customer service to patients, physicians, nurses and other healthcare professionals in a professional manner.
- Input patient and prescription information to produce product labels and assist in prescription filling process.
- Managed the daily operations of the pharmacy including receiving orders from wholesalers, stocking shelves and preparing medication for delivery or pickup.
- Maintained patient confidentiality when handling records and sensitive data.
- Maintained pharmacy inventory by restocking shelves, disposing of outdated drugs, and ordering new medications as needed.
- Processed insurance claims and payments for medications.
- Resolved customer complaints quickly and efficiently while maintaining good rapport with all customers.
- Complied with state regulations to maintain safe, clean pharmacy.
- Ensured accuracy in data entry into pharmacy computer system while verifying all information prior to dispensing medication.
- Compiled reports regarding inventory levels, out-of-stock items, expired medications.

Education

APR '16

APSACS Army Public College Saddar, Karachi, Sindh

APR '14

High School Diploma

DHS Dua High Secondary School, Defence Karachi, Sindh

Skills

Computer Billing Systems

Patient Care

Stocking Shelves

Patient Information Collection

Prescription Review

Secure Storage of Medications

Ordering and Stocking Medications

Assisting Pharmacists

Pharmacy Operations

Receiving Incoming Supplies

Drug Inventory Control

Cash Register Operations

Labeling Prescriptions

Verifying Orders

Supporting Pharmacy Operations

Customer Care Standards

Certifications

English Language Certificate