

HINA AHMED

EXPERIENCE:

- **Jinnah University For Women** (Aug 17- Up till Now)
Designation: lecturer In Pharmacy Department
 - Lecture planning, preparation and research
 - Checking and assessing students' work
 - Invigilating examinations
 - Attending staff meetings
 - Attending and speaking at conferences and seminars
 - Contact and teaching time with students
 - Working in team for conferences as organizer
 - Working with examination as tabulator
- **Hi-Tech Lubricant Pvt. Ltd** (Sep 16 --Jan17)
Designation: Sales Coordinator Executive (South Region)
 - Daily sales reporting to country Head and regional manager
 - Records of Claims bills incentive
 - Corresponding with all regional offices.
 - Update of sales record in database
 - Coordination with the sales team throughout the region
 - Liaison with the HR department reading the sales team performance
 - Organizing the monthly sales meeting
 - Quarterly and annual analysis of sales.
 - Corresponding with the marketing department regarding BTL campaigns and OOH marketing.
- **Eurosoft Tech Pvt. Ltd** (Sep 14- Aug 2016)
Designation: IT Support Consultant and HR Officer
 - Dealing with international clients (UK based) and give them training about the company's product (Customer Care)
 - Manage Calls flow and monitor
 - Working in SQL Server 2008 Database Environment and maintain the Data flow.
 - Workings on LAN in office Environment by maintaining each PCs local IPs as static.
 - The hub of the employee life cycle (from hiring to separation)
 - Records maintaining and monitoring (documentation & Staff)
 - Making & explaining HR policies to staff
 - Rules & regulations of HR for Staff
 - Conducting recruitment, interview and making internship cycle plan
 - Posting HR jobs on social media
 - Routine functions of HR & duties
- **Brookes Pharmaceutical** (Sep 12 - Nov 13)
Designation: Officer in Production Department

- Analyze and determine all standards for packaging lines and ensure compliance to all schedules for processes and develop and maintain all packing orders effectively.
 - Coordinate with production and quality assurance department to ensure adherence to all manufacturing schedules.
 - Maintain and ensure compliance to packaging schedule and assign specific tasks to all employees and monitor all packing equipment's and supplies.
 - Coordinate with quality and warehouse departments to monitor everyday activities of units and ensure efficient working of both manufacturing and packaging department and ensure continuous improvement in same.
 - Manage all work according to packing schedule and maintain an inventory of materials and completion of all projects with required timeframe.
 - Develop team environment in department and resolve all packing issues in coordination with quality department
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- **Dr. Ziauddin Hospital** **(April 12 - June 12)**
Designation: Pharmacist
 - Dispenses medications according to the inpatient physicians' orders and outpatient physician's prescriptions.
 - Monitors pre-packaging and labeling of medications in unit dose quantities for patients.
 - Responds to queries regarding drug availability, dosage, indications and compatibility.
 - Contact with physicians to conform the details of prescriptions.
 - Records medications as well as fills nursing and staff requisitions.
 - Compliments prescriptions of physicians by following accepted professional standards
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- **Saifee Hospital Trust** **(Dec 10 - Sep 11)**
Designation: Chief Pharmacist
 - Prepares medications by reviewing and interpreting physician orders; detecting therapeutic incompatibilities.
 - Controls medications by monitoring drug therapies; advising interventions.
 - Completes pharmacy operational requirements by organizing and directing technicians' work flow; verifying their preparation and labeling of pharmaceuticals; verifying order entries, charges, and inspections.
 - Provides pharmacological information by answering questions and requests of health care professionals; counseling patients on drug therapies.
 - Develops hospital staff's pharmacological knowledge by participating in clinical programs; training pharmacy staff, students, and interns.
 - Maintains safe and clean working environment by complying with procedures, rules, and regulations.
 - Maintains pharmacological knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
 - Contributes to team effort by accomplishing related results as needed
 - Preparing demand of medicines required in Pharmacy on daily basis

- Preparing Purchase Orders of the medicines to pharmaceuticals through Oracle based Software
- Follow-up to pharmaceuticals companies for the delivery of medicines.
- Hiring & Training staff for department of pharmacy
- Leading monthly internal inventory audit of pharmacy main store.
- Preparing monthly sales report.
- Solving queries on daily basis of Doctors / RMOs regarding medicines & dosage.

▪ **Ankle Sarya Hospital**

(March 10 - Nov 10)

Designation: Staff Pharmacist

- Preparing billing for In-Patient Department (I.P.D)
- Dispensing drugs to O.P.D & I.P.D Patients.
- Preparing Good Receipt Note through software
- Participating in monthly audit of pharmacy.
- Counseling to patient about the drug dosage.

INTERNSHIP:

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| • Zafa Pharmaceutical | (Nov 2011) |
| • Ankle Sarya Hospital | (Jan-Feb 2010) |
| • Delux Pharmaceutical | (June-July 2009) |
| • Abbasi Shaheed Hospital | (June 2008) |
| • Sobhraj Hospital | (December 2008) |

EDUCATION:

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| ▪ MBA from Institute of Health Management (DUHS) | (2018) |
| ▪ Doctor of Pharmacy from Jinnah University for Women | (2009) |
| ▪ Intermediate in Pre-Medical from Board of Intermediate Education | (2004) |
| ▪ Matriculation in Science Group from Board of Secondary Education in the year | (2002) |

CERTIFICATES:

- Online certificate in EFFECTIVE PRESENTATION & BASIC OF FINANCE from HP-Life
- I.T Certificate from Board Of Intermediate Education
- Participation in 14th international pharmacy conference & exhibition (IPEC) 2007
- **Registered pharmacist from Sindh Pharmacy Council Certificate**
- Certificate of participation in training workshop for Elements of Research Design & Applications of Statistical Software (2017)
- Certificate of Appreciation in UNFOLDED DIVERSIFICATIONS OF PHARMACEUTICALS & HOMEOPATHIC SCIENCES (2018)
- Certificate of Participation ON HANDS -Only CRP (2018)
- Certificate of Appreciation in WORLD PHARMACIST DAY (2017 & 2018)
- Certificate of participation in Performance Management & KIPS (2018)

ACHEIVEMENT AWARDS:

- Active member of University Drama Society
- Hosted various events like student's week, welcome & farewell party in University
- Member of University Magazine Team

SKILLS:

- MS office
- Good Communication Skills
- Flexible, organized and can multitask effectively
- Capable to work independently or in a team setting
- Willingness to learn new things

Others:

- **British Council** **(March 15 – up till Now)**
Designation: Invigilator (Working In Part Time)