

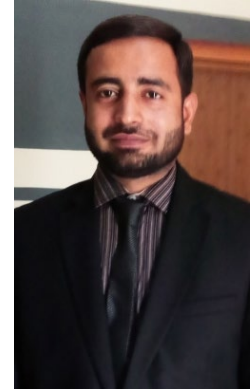
## **CURRICULUM VITAE**

**Name :** Muhammad Shakeel Akhtar

**Email Address:** shakeelakhtar53@gmail.com

**Address :** Alrazi Pharmacy, opposite DHQ Hospital LAYYAH, District Layyah.

**Domicile:** Layyah      Whatsapp # : +92 321-7392364



### **CAREER OBJECTIVE:**

“Seeking a Branch Manager position where I can utilize my knowledge & experience of management, communication skills, multi-tasking, invoicing, record keeping of expenses and receivables, computer knowledge to ensure achievement of targets by team work and well planned strategies.”

### **QUALIFICATION :**

INSTITUTION	LOCATION	DEGREE	DIVISION
PAEC Model High School	D.G.Khan	Matriculation	1 <sup>st</sup> Division
Garrison College	D.g.Khan	FSc	1 <sup>st</sup> Division
Islamia University Bahawalpur	Bahawalpur	Pharm-D	1 <sup>st</sup> Division

### **EXPERIENCE :**

#### **1). ASSISTANT MANAGER PHARMACY:**

**Organization:** PAEC Foundation Chashma (Retail Pharmacy)

**Service Period:** 04/10/2012 to 16/01/2017

Responsibilities include;

- Maintaining the stock of value 15 Million rupees by regular purchase orders of value 8-10 lac rupees per week.
- Managing the cash and credit sale of 200,000 rupees per day.
- Maintaining the record of narcotics or controlled drugs and fulfilling the other conditions set under the Punjab Drug Rules, 2007.
- Maintaining the record of purchase, cash sale and credit sale to the 12 P.A.E.C Projects, Army troops and Wapda project.
- Submit monthly report of purchase and cash & credit sale to the P.A.E.C Foundation Office.
- Submit quarterly / monthly audit report to the P.A.E.C Foundation Office.

- Ensuring the provision of pharmacy services for round the clock (24 hours service) by managing the staff of 7 dispensers.
- Devising the duty roster for the pharmacy staff and preparing the shift allowance of pharmacy staff as per approved rates.
- Managing the near expiry and dead stock as per approved procedures of organization and in compliance with policies of pharmaceutical companies.
- Patient counseling regarding medicines usage.

2). **PROCUREMENT OFFICER:**

**Organization: DHQ HOSPITAL LAYYAH (P&SHD LAHORE)**

**Service Period: January 2017 to 14 February 2019**

Responsibilities include:

- Devising the Annual procurement plan in liaison with all departments of Hospital.
- Implementation of procurement strategies as per PPRA Rules 2014
- Preparation of Bidding Documents and contract/agreement documents.
- Carrying out purchase of Medicines and disposables, General items, equipment, repair and maintenance of equipments through bidding process in compliance with PPRA Rules.
- Proper documentation of whole procurement process from approval of purchase to receiving of purchased items/medicines/equipment/services, inspection report and payment documentation.

3). **LOGISTIC OFFICER** (ADDITIONAL CHARGE):

**Organization: DHQ HOSPITAL LAYYAH (P&SHD LAHORE)**

**Service Period: January 2017 to 14 February 2019**

Roles performed include:

- Maintain inventory level of **Stationary & Printing items, Medical equipment and devices, Hospital Furniture, plumbing items** and other **general items for hospital hygiene.**
- Generate demands of store items on weekly and monthly basis.
- Receive the purchased stock as per approved specifications, quality and quantity against delivery slips and invoice.
- Check the invoice conformity to Government Rules and requirements.
- Entry of received stock in relevant stock registers with Manufacturer name, Batch number and other applicable specifications.

- Issuance of store items to wards and offices of DHQ Hospital Layyah on indents (requisition slips) and entry of stock issuance in relevant stock registers.
- Maintenance of Record in proper registers for audit purpose.
- Devising duty schedule of store employees.
- Ensuring safe and efficient storage of store items.

4). **MANAGER PHARMACY:**

**Organization: Alrazi Pharmacy, Layyah.** (Retail Pharmacy)

**Service Period: 01/03/2019 – still working at this Pharmacy.**

Responsibilities include:

- Managing the annual contract of supply of medicine and surgical items to **DHQ HOSPITAL LAYYAH** (340 Beded Government Hospital) through **LP tender process.**
- Managing the annual contract of supply of medicine and surgical items to **Social Welfare Zakat Patients, Thalassemia patients and Baitul Mal patients** through tender process.
- Supply of medicine and surgical items to patients at DHQ HOSPITAL LAYYAH through **HEALTH CARD SYSTEM OF GOVERNMENT. (Health Sahulat Program.**
- Managing the credit billing and documentation of credit bill for claim form the Contracted Organizations like DHQ Hospital Layyah, Social welfare etc.
- Keeping the record of credit bills and receivables.
- Managing purchase entries and supervising cash sale as well as stocking of medicine.
- Scheduled stock count and expiry check as per allocation of shelves to pharmacy staff.
- Devising the duty roster for pharmacy staff.
- Attending the meetings with Medical Superintendent, Admin officer, Account officers, Social welfare officers regarding the contract of supply of medicine and surgical items to contracted authorities.
- Submitting monthly report of credit bill Receivables, Payment Received, medicine Purchased.
- Keeping the record of Expired and returned Stock to distributors.

**COMPUTER SKILLS :**

- Abuzar Pharmacy Software
- Microsoft Office
- Internet browsing and E-mail

REFERENCES:

- 1). **Mr. Nadeem**, IT & Statistical Officer, DHQ Hospital Layyah, Province Punjab  
Cell No. +92 3006999309
- 2). **Mr. Adnan**, Purchase Assistt, AlRazi Pharmacy Layyah. +923027382894