

Amandeep Kaur

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Summary

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Skills

- Medical Documentation
- Record Keeping and Documentation
- Advising Patients
- Cleaning and Sanitizing
- Medication Packaging
- Risk Assessments
- Daily Living Requirements
- Disability Services
- Community Health Services

Experience

07/2022 - 01/2023

Pharmacy Assistant, **Blooms The Chemist**, Penrith , NSW

- Helped pharmacy staff prepare medications and fill orders.
- Opened incoming supplies and stocked in correct locations.
- Delivered quality care to customers through close collaboration with pharmacist.
- Answered customer questions about prescribed and OTC medications.

12/2021 - 05/2022

Dispensary Technician, **Medsafe Pharmacy** , Preston, Victoria

- Managed medication stocks, conducted counts, labeled products and maintained controls.
- Dispensed medications to patients in accordance with pharmacist orders.
- Checked medications for content, accuracy and completeness of drug packaging and labeling.
- Placed orders for out of stock medications, enabling patients to receive prescriptions on time.
- Received written prescriptions and refill requests from patients, evaluating information for completeness and accuracy before filling.

08/2018 - 02/2021

Pharmaceutical Packaging Technician, **Vitex Pharmaceuticals**, Eastern Creek, NSW

- Teamed with peers, technicians and pharmacists to prioritize and complete orders.
- Promoted workplace safety and smooth production by keeping workspaces clean, organized and free of hazards.
- Marked and labeled containers with accurate shipping information to prevent delays.

Education And Training

05/2016

M.Pharmacy , Pharmaceutics

Punjabi University , Patiala, Punjab (INDIA)

05/2014

B. Pharmacy , Pharmacy

Punjabi University , Patiala , Punjab (India)

Certifications

Certificate 3 - Individual support in Disability

SIRCIND002 - Support the supply of Pharmacy Medicines and Pharmacist Only Medicines Training