Flat No. 180, Pocket D-8, Email: rathore.archug@rediffmail.com Sector-6, Rohini, Delhi-85 Contact: 011-27052207,9810185578

ARCHANA RATHORE ARORA

OBJECTIVE:

To work hard and use my skills to perform Better than THE BEST, and to explore my knowledge for my future.

PROFESSIONAL QUALIFICATION:

* Diploma of Pharmacy from Meera Bai Polytechnic, Maharanibagh, New Delhi (Approved from BTE) in 2009.

EDUCATIONAL QUALIFICATION:

* B.S.c from IGNOU, Delhi
* 12th from CBSE, Delhi
* 10th from CBSE, Delhi

EXPERIENCE :

 **Mayom hospital**

Presently working in Mayom Hospital, South city I, D block Gurgoan, as a Purchase Manager since 16th September 2016.

 **Job Responsibilities**

* To fulfill the demands of IPD & OPD pharmacies, Lab and General Store of hospital,
* To negotiate the companies for best rates with nearest vendor.
* To making reports of Purchase.
* To decide and regularize the payment term of the supplier.
* To support quality team and Pharmaco Therapeutic Committee.

To generate purchase order and to check the supply bills according to PO

**CRECER HEALTHCARE LLP**

Worked in Crecer Healthcare LLP, Madhuban Chowk Rohini, as an Executive Purchase since 25th April 2014- 6th July 2016.

**Job Responsibilities**

* To fulfill the demands of IPD & OPD pharmacies of both hospital, i.e., Saroj Super speciality Hospital & Saroj Institute.
* To negotiate the companies for best rates with nearest vendor.
* To making reports of Purchase.
* To decide and regularize the payment term of the supplier.
* To generate purchase order and to check the supply bills according to PO.

***Saroj Hospital & Heart Institute***

Worked in Saroj Hospital & Heart Institute, Madhuban Chowk Rohini, from June 2012 to April 2014 as an IPD pharmacist.

**Job Responsibilities**

* To do the billing and return from system.
* To dispense the IPD pharmacy prescription on time.
* Keeping records of all prescription, returns, and important documents.
* To manage staff and indenting to purchase.
* To do the stock taking on daily basis and monthly basis.

***ACTION CANCER HOSPITAL***

Worked in Action Cancer Hospital Paschim vihar from September 2010 to November 2011 as a pharmacist in Medical Store.

**Job Resposibilities**.

* To Indenting to the purchase.
* To full fill the requirements of all hospital departments.
* To take care of records.
* To stock take of Medical store.

***ALANKIT LIFE CARE LTD.***

Worked in Alankit Life Care Ltd,in Rx pharmacy as a pharmacist from March 2010 to August 2010.

PERSONAL DETAILS:

* Father’s Name: Mr. Amar singh Rathore
* Mother’s Name: Mrs.Asha rathore
* DOB : 9th February 1989
* Marital Status : Married
* Nationality : Indian
* Religion : Hindu

LANGUAGES KNOWN:

* Hindi
* English

HOBBIES:

* Reading Paramedical books and articles

**PLACE: DELHI**

**DATE:**

**(ARCHANA RATHOREARORA)**