

Jenti Chauhan

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Summery

A Pharmacy Assistant, perform many tasks, including greeting the patients, help fill and label prescriptions, help make doctor phone calls, and patient calls regarding their maintenance medications.

Professional Experience

July 2017-Present

Pharmacy Assistant at Unique Hospital and ICU

Processed written prescriptions, requests and verified patient information are complete and accurate.

Entered patient order information into the pharmacy system.

Maintained confidential information and assigned records as required.

Accurately and efficiently prepared prescription orders after verifying information and dosage.

Provided quality customer service to patients and other healthcare providers.

Assisted customers by answering simple questions located items or referred them to the pharmacist.

Receptionist

Jan 2020-2022

Receptionist at Unique Hospital and ICU

Admit patient and discharge from hospital with billing process

Resolve all patient issue with service

Maintain all daily account information

Education History

2013-1015

Bachelor of Arts in DKV arts and Science College Jamnagar

2011-2012

Passed Gujarat Secondary and Higher Secondary Education Board by recognized board

2010-2011

Also I am passed Gujarat Secondary and Higher Secondary Education Board.

Skills

Pharmacy Assistant

Receptionist

Medicines Specialist

Computer Billing