

Resume

Name : **DEVANG KARIA**
Mobile : **+971 555812251**
Email : **devang.karia@gmail.com**
Address : **Dubai, UAE (Visit Visa)**



❖ Career Objective

Motivated and detail-oriented **HEALTHCARE ADMINISTRATOR, LAB TECHNICIAN** and **PHARMACY TECHNICIAN** with **13 years** of **experience** in managing **Poly-Clinic, Laboratory** and **Pharmacy** operations, Patient Care Coordination, Administrative Tasks, Blood Collection (Phlebotomy), Lab Specimen Handling, and Patient care.

❖ Professional Experience

○ **Pharmacist & Proprietor (Jan 2019 – Jan 2026)**

NAVJIVAN PHARMACY [RAJKOT, GUJARAT, INDIA]

- Managed daily operations of the pharmacy including **staff supervision, stock management, financial transactions**, maintained patient medication **records** and other **documentation**.
- **Dispensed** and verified **prescriptions** in compliance with medical and legal guidelines.
- Provided **patient counselling** on safe and effective medication use, side effects, and adherence.
- Negotiated with suppliers for timely procurement of medicines and ensured **cost-effective inventory management**.
- Implemented strategies to **minimize** medicine **expiry losses** and pilferage.
- Assisted in over-the-counter (**OTC**) medication recommendations and minor ailment management.
- Ensured compliance with **Drugs & Cosmetics Act** and maintained high-quality pharmacy standards.

◦ **HOSPITAL ADMINISTRATOR (Feb 2012 – May 2016)**

NAVEEVAN CHIKITSALAYA [RAJKOT, GUJARAT, INDIA]

- Assisted in day-to-day Clinic operations including **OPD management** & Day Care Procedures.
- **Coordinated** between medical, nursing, and administrative staff to ensure efficient **workflow**.
- Supervised **record-keeping, billing, and insurance-related documentation**.
- Monitored **hospital supplies**, pharmacy coordination, and equipment maintenance.
- **Handled** patient **queries, grievances**, and improved patient satisfaction.
- Supported management in planning healthcare programs and **Medical Relief Camps**.

◦ **LABORATORY TECHNICIAN (April 2006 – May 2008)**

AAGMAN HOSPITAL [RAJKOT, GUJARAT, INDIA]

- **Collected blood** and other specimens from patients using venipuncture, capillary, and other methods with minimal discomfort.
- Properly **labeled, stored, and transported** specimens to ensure accuracy and integrity of laboratory results.
- Maintained **sterile** and safe working conditions according to **infection control** protocols and safety guidelines.
- Assisted in **processing** and analyzing **samples** using laboratory equipment and **software** under the supervision of senior technicians.
- Managed **inventory** of lab **supplies** and laboratory equipment maintenance schedules.
- Ensured compliance with **Hospital policies** and patient confidentiality standards.
- **Provided reassurance** and clear communication to patients before and during specimen collection.

❖ Educational Qualifications:

Course	Year	Institute/University
Masters in Business Administration (MBA)	2014	Alagappa University
POST GRADUATE Diploma in Hospital Management (PGDHM)	2009	Saurashtra University
POST GRADUATE Diploma in Medical Lab Technology (DMLT)	2005	Bhavnagar University
Bachelor of Science (Microbiology)	2004	Saurashtra University
Diploma in Pharmacy (D.Pharma)	2018	Gujarat Tech. University

❖ Skills:

- Hospital operations & staff management
- Patient care coordination
- Healthcare documentation & billing
- MS Office & hospital management software
- Pharmacy Shop Management
- Prescription Verification & Dispensing
- Patient Counseling & Education
- Inventory & Stock Management
- Supplier Coordination & Procurement
- Customer Service & Communication
- Venipuncture and Blood Collection
- Specimen Handling & Labeling
- Patient Interaction & Comfort Care
- Data Entry and Lab Software

❖ Strengths:

- Strong communication & interpersonal skills
- Problem-solving and organizational abilities
- Team leadership with focus on patient care
- Adaptability and quick learning capacity

❖ Personal Details: Married, Indian.

❖ Languages Known: English, Hindi and Gujarati.