

# KARTHIKA VARUKATTU SREELETHA

MEDICAL DIRECTOR CUM DHA PHARMACIST



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In

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## 1. SUMMARY

Experienced Medical Director cum DHA Pharmacist with expertise in dispensing controlled medications, patient counselling and insurance handling. Skilled in ensuring regulatory compliance, pharmacy operations management and clinical oversight. Committed to promoting safe medication use, optimizing patient outcomes and leading pharmacy teams effectively.

## EXPERIENCE

MEDICAL DIRECTOR CUM DHA PHARMACIST

LIFE PHARMACY SHEIKH, ZAYED ROAD

Jul 2022 - Present

- Dispensed prescription and controlled medications in compliance with DHA and MOH regulations.
- Verified prescriptions for accuracy, dosage, and potential drug interactions before dispensing.
- Provided patient counselling on proper medication use, dosage schedules, side effects, and storage conditions.
- Ensured strict documentation and record keeping of narcotic and controlled drugs as per regulatory standards.
- Managed insurance claims, including processing approvals, reimbursements, and coordinating with insurance providers.
- Monitored and maintained inventory levels for controlled and high-demand medications.
- Ensured compliance with pharmacy policies and local health authority guidelines.
- Supervised daily pharmacy operations, ensuring smooth workflow and patient satisfaction.
- Promoted health awareness through education and counselling on chronic disease management and medication adherence
- Dispensing and Maintaining of controlled medicines and semi controlled medicines (NPCM ) and its disposal.

PHARMACY ASSISTANT

FREEDA MEDICALS, ALAPPUZHA, KERALA, INDIA

Mar 2021 to Dec 2021

- Assisted pharmacists in dispensing prescription and over-the-counter medications accurately.
- Verified prescription details, ensuring correct dosage, strength, and formulation before dispensing.
- Provided patient counselling on medication use, dosage schedules, and possible side effects.
- Maintained inventory control, including stock checking, expiry monitoring, and ordering of medicines.
- Ensured proper storage conditions for all medications, including temperature-sensitive products.
- Assisted in handling controlled medications under pharmacist supervision, maintaining detailed records.
- Maintained cleanliness, organization, and compliance with pharmacy safety protocols.

## SKILLS

- Patient Counselling
- Medication Management
- Controlled Substances
- Prescription Verification
- Dosage Accuracy
- Clinical Oversight
- Insurance Handling
- Regulatory Compliance
- Pharmacy Operations
- Inventory Management
- Staff Supervision
- Quality Assurance
- Pharmacovigilance
- Record Keeping
- Workflow Optimization
- Healthcare Administration
- Drug Safety
- Policy Implementation
- Team Leadership
- Problem Solving

## EDUCATION

B.PHARM (BACHELOR OF PHARMACY)

St Josephs College of Pharmacy,  
Alappuzha Kerala University of Health  
Science (KUHS)

## PERSONAL DETAILS

Nationality : Indian  
Date of Birth : 05-02-1998  
Gender : Female  
Marital Status : Single  
Passport No : Y8722228  
Driving License : N4879025

## LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

## PHARMACY ASSISTANT

RAJAGIRI HOSPITAL, ALUVA, KERALA, INDIA

Jan 2021 – Feb 2021

- Handled pharmacy billing and documentation in the hospital management system (HMS).
- Ensured cold chain maintenance for temperature-sensitive medications and vaccines.
- Monitored expiry dates and conducted periodic audits to remove obsolete or expired stock.
- Supported the pharmacist in clinical reviews and reporting of adverse drug reactions (ADRs).
- Assisted in inventory tracking and participated in regular stock audits.
- Maintained strict compliance with hospital and regulatory policies on controlled substances.
- Collaborated with healthcare professionals to optimize medication use and improve treatment outcomes.
- Participated in pharmacy quality assurance programs and continuous improvement initiatives.

## DECLARATION

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Hereby declared that the above particulars of facts and information stated are true, correct and complete to the best of the belief and knowledge.

KARTHIKA VARUKATTU SREELETHA

## TECHNICAL SKILL

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- MS Word
- MS Excel
- MS PowerPoint

## CERTIFICATIONS

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- Innovations in Dermatology  
Respiratory care and prevention of RSV

## REFERENCES

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Available Upon Request