

# OLAYINKA VICTORIA OLOWOKIGBAJO

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## PERSONAL DATA

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**Marital Status:** Single  
**Sex:** Female  
**Religion:** Christianity  
**Local Government Area:** Irele  
**State of Origin:** Ondo State  
**Nationality:** Nigerian

## CAREER OBJECTIVE

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To secure the position of Pharmacy Technician in a hospital setting, leveraging on excellent customer service abilities and strong knowledge of pharmacy technology practice, to providing effective assistance to pharmacist.

## INSTITUTIONS ATTENDED WITH DATE

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- ▶ Oyo State College of Health Science and Technology, Eleyele Ibadan 2012 - 2015
- ▶ Comprehensive High School, Ode-Irele, Ondo State 2006 - 2011
- ▶ Methodist Primary School, Ode-Irele, Ondo State 2000 - 2006

## ACADEMIC QUALIFICATIONS OBTAINED WITH DATE

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- ▶ Certified Pharmacy Technician 2015
- ▶ West African Senior School Certificate 2011
- ▶ Primary School Leaving Certificate 2006

## SKILLS

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### Communication, Technical and Teamwork Skills

- ▶ Excellent communication and interpersonal skills to relate with people of diverse cultures and backgrounds.
- ▶ Strong written and verbal communication skills acquired via study and work.
- ▶ In-depth knowledge of medical terminologies and therapeutic programs.
- ▶ Possessed hands on experience in extensive healthcare services and management.
- ▶ Strong organizational skills and ability to work under pressure.
- ▶ Highly enthusiastic and keen to learn.
- ▶ Ability to handle a high volume of simultaneous healthcare tasks professionally.
  
- ▶ Skilled in providing ongoing health education for patients and communities.
- ▶ Dedicated to preserving the privacy of patients records.

- Exceptional strong presentation and problem solving skills.
- Able to interpret even most of the complex instructions and medical abbreviations..
- Familiar with the knowledge of some laboratory, pharmaceutical activities etc.

**Language Skills:**

- English Language (Fluently)
- Yoruba Language (Native)

**WORK EXPERIENCE WITH DATES**

**Molly Specialist Hospital Idiape, Iwo Road, Ibadan, Oyo State. 2019 - Till Date**

**Post Title: Pharmacy Technician**

**Responsibilities:**

- Assisted Pharmacists in filling prescriptions each day by locating and dispensing orders precisely and efficiently.
- Filled prescription forms, entered medication orders for inpatients and outpatients into a computerized pharmacy system, and maintained patient profile.beled vials and bottles.
- Maintained adequate stock levels of medication and identify shortages.
- Improved filing system to ensure inventory record accuracy, using Microsoft Excel.
- Verifying and checking the information on prescriptions.
- Made sure that medication is use before it expires.

**Ollan Pharmacy and Store, Iwo road, Ibadan, Oyo State 2016 - 2019**

**Post Title: Pharmacy Technician**

**Responsibilities:**

- Assisted Pharmacist in managing drug and medical supplies.
- Attends to customers and health care professionals.
- Retrieved, counted and measured drugs and labeled vials and bottles.
- Maintained adequate stock levels of medication and identify shortages.
- Made sure that medication is use before it expires.
- Verifying and checking the information on prescriptions.
- Updated patient records.
- Asked patients if they have any allergies.

**Tellade Pharmacy and Store, Yemetu Adeoyo, Ibadan, Oyo State 2015 - 2016**

**Post Title: Pharmacy Technician**

**Responsibilities:**

- Assisted Pharmacists in filling prescriptions each day by locating and dispensing orders precisely and efficiently.
- Completed and updated patient profiles with correct billing, insurance and prescription information.
- Contacted physician offices via phone to obtain prescription refill authorizations.
- Quickly and professionally greeted customers at counter and drive-

- through window to answer high volume of enquiries from customers and physicians.
- Calculated drug dosages and prepare prescription labels for Pharmacist approval.
  - Closely monitor inventory levels and outdated products.
  - Improved filing system to ensure inventory record accuracy, using Microsoft Excel.

### **EXTRA-CURRICULUM ACTIVITIES**

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- Reading, Learning, Counselling, and Socializing with people.

### **REFERENCE**

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Pharm. Oyewo Olujemisi  
HOD, Pharmacy Department  
Oyo state College of Health Science and Technology, Eleyele Ibadan  
08160116791

Pharm. Biliamin I. Akinwande  
Director Pharmaceutical service  
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