

SARA SAMIR SHOUDY NAGIB

| Rod El-farag, Shoubra



CAREER OBJECTIVE:

Human Resources management diploma, with excellent knowledge of **HR planning, Recruitment & selection, Training & development, Compensation & benefits, Performance management, Personnel management** and Excellent skills in communication, leadership, problem solving planning skills, professional user of Microsoft professional, **seeking HR Specialist position** to apply my knowledge and experience in your company and gain experience from it.

EDUCATION:

6th of October University, Giza. (Sep2008-May2013)
• Bachelor's degree of pharmacy. • **Degree:** Excellent

WORK EXPERIENCE:

Mylan company, Downtown, shoubra. (Apr2019–Present)

Product specialist

- Providing support to less experienced medical representatives as needed
- Responsible for tenders
- Increasing sales and market share through effective territory management and sales achievement
- Developing and implement creative strategies in key accounts through good communication with the key opinion leaders.

AUG pharma, Ancient Egypt. (Sep2017-Mar2019)

Area :(Downtown & Elsaieda & Elmanial & Elmokatam & Masr Eladema).

Senior medical representative

- Managed Chain Pharmacies and coordinate with Distributer
- Assisted less experienced Sales Representatives in answering technical questions posed by customers during outbound telephone calls.
- Prepared and delivered sales presentations to potential and existing customers.
- Developed innovative sales strategies to achieve sales goals.
- Expanded industry knowledge by attending educational workshops and reading professional publications.

Elhikma Pharma, Downtown Cairo. (Feb2017-Aug2017)

Medical representative

- Assessed clients' needs and present suitable promoted products.
- Presented product information and deliver product samples.
- Communicated with and persuade targeted doctors to prescribe our products utilizing effective selling skills and performing cost-benefit analysis.
- Kept detailed records of all contacts.
- Managed budgets, outside speakers, conferences and hospitality.
- Submitted reports and other documents both digitally and manually in timely manner.

Star international company, Dokki & mohandsien . (Sep2015-Jan2017)

Medical representative

- Prospected new doctors & classifying them.
- Settled visits weekly plan.
- Visited doctors according to the weekly plan following up with them regarding any updates & handling doctor's concerns.
- Attended company training, conference & events.
- Acted as a brand ambassador with all customers (Internal & External)

Italian hospital, Cairo.

(Jan2015-Sep2015)

Pharmacist

- Made a weekly order from the pharmacy store.
- Inventoried of internal departments.
- Reviewed patients' books before dispensing medication.
- Referred to expire date.
- Examined Annual inventory of departments
- Managed Monthly orders for internal departments
- Dispensed inpatients, outpatients, contract

Evangelical medical center, Cairo.

(Dec2013-Jan2015)

Shift manager

- Ordered medicines from distributors and a monthly account report
- Monitored and supervised the timely arrival of scheduled employees, be aware of unforeseen challenges like scheduling conflicts and see to it the business is adequately staffed.
- Established tasks for employees to ensure a clean workplace, this includes stocking supplies and maintaining clean restrooms and public spaces.
- Trained new hires on the standards and procedures of the company, from how to handle a negative customer experience to how to properly serve customers.

Nemr pharmacy, Cairo.

(Jan2014-Sep2014)

Pharmacist

- Prepared and dispensed prescriptions
- Monitored every prescription to avoid drug interactions and side effects
- Ensure the expiry dates of each dispensed medications
- Worked properly on the inventory management system for invoices entry and management

Elsalam pharmacy, Cairo.

(Aug2013-Dec2013)

Pharmacist

- Prepared and dispensed prescriptions
- Patented education about their medications doses and intervals
- Checked the expiry date of the dispensed medications and cosmetic products.
- Handling customers and engage with the patients

PROFESSIONAL DEVELOPMENT:

- **Human Resources management diploma**, at Egycham,accredit by Ein-shams university, HRCI. (35 Hours) (July 2021)
 - HR planning
 - Training & development
 - Performance management
 - Recruitment & selection
 - Compensation & benefits
 - Personnel management
- **Course community pharmacy practice**, October 6 University. (Apr2013)
- **Workshop project in industrial pharmacy**, October 6 University. (May2013)
- **Workshop hospital pharmacy practice**, October 6 University. (Dec2012)

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SKILLS:

Language skills:

- **Arabic:** Mother Tongue.
- **English:** Very Good

Technical skills:

- Professional User of **Microsoft Office.**

Transferable skills:

- Communication Skills
- Presentation Skills
- Leadership Skills

- Time Management
- Attention to detail.

- Problem Solving Skills
- Negotiation skills

- Team Work
- Analytical

Personal data:

Date of birth: 18/1/1992.

Marital status: single

References are ready upon request
