

CHIDUBEM ANGELS CHIKA

PROFESSIONAL SUMMARY

Energetic Assistant Pharmacist with over 2 years of work experience with strong records in pharmaceuticals inventory control, cold chain management and supply chain control. Combines technical knowledge of pharmacology with excellence customer service to manage daily dispensing, maintain impeccable documentation and drive operational efficiency in fast-paced pharmacy environment.

Contact Information

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Address: Harmony estate, Langbasa, Ajah, Lagos state

Date of Birth: June 21, 2001

State of Origin: Enugu State

CAREER OBJECTIVES

Goal-driven and detail-oriented individual seeking to contribute to organizational growth by applying my skills in customer service, quality control, and administration. I aim to develop professionally in a dynamic work environment where I can provide value while learning and growing in my career.

CORE COMPETENCIES

- Office administrative and coordination
- Scheduling and calendar management
- Documents presentation and record management
- Communication and correspondence

Education

Bachelor of Science in Laboratory Technology

University of Benin (2019 – 2024)

WASSCE

Peace Model College

(2015-2017)

FIRST SCHOOL LEAVING CERTIFICATE

Abba rabbi schools

2012

PROFESSIONAL EXPERIENCE

Pharmazon Healthcare

Pharmacy assistant 2024 - present

Key responsibilities

- Assisted licensed pharmacist in dispensing prescription medication accurately and efficiently
- Maintain proper inventory levels by monitoring stocks, checking expiry dates and arranging timely restocking of drugs
- Provided customers with basic medication, guidance, dosage instructions, and health product information
- Processed prescriptions, handled billing operations, and maintained confidential patient records.
- Ensured compliance with pharmacy regulations, safety Standards and hygiene procedures

Ajib Pharmacy

Procurement Officer (2021-2022)

Key responsibilities

- Track stock levels across various products commodities
- Monitor batch number and expiry date meticulously
- Solicit and analyze quotes from multiple vendors to ensure ajib pharmacy secures the best wholesale prices and profit margins
- inspects Delivered shipments against POs and delivery notes
- Maintain neat up-to-date digital and physical records

Delano Hotel and Suites

Receptionist

Key Responsibility

- Welcome guests, manage the check-in/check-out process, verify details, and issue room keys
- Manage booking systems (by phone, email, or walk-in), process cancellations, and update room allocations
- Process payments, create invoices, reconcile cash drawers, and maintain accurate guest records.
- Answer, screen, and forward telephone calls; take accurate messages; and respond to guest requests and complaints professionally.
- Coordinate with housekeeping (e.g., room status), maintenance, and food and beverage teams to meet guest needs

TECHNICAL SKILLS

- Microsoft Office proficiency (Word, Excel, PowerPoint)
- Efficient communication and interpersonal skills
- Professional etiquette and confidentiality
- Project management and report writing
- problem-solving and attention to detail
- Organizational and planning abilities

EXTRACURRICULAR INTERESTS

- Singing
- Traveling
- Reading books
- learning new things