

EMENIKE OLUOMACHI FAVOUR

Address: No. 7c Paragon Avenue, W.B.H.E. Aba, Abia State .

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PROFESSIONAL SUMMARY

A detail-oriented, analytical, and highly organized Biochemistry graduate with a strong background in data management, operational support, and quality-driven environments. Proven track record of handling administrative workflows, utilizing advanced computer applications , and maintaining high precision under minimal supervision . Adept at streamlining production-related data, managing schedules , and collaborating across teams to meet strict institutional targets.

CORE COMPETENCIES

Operational Control: Skilled in process planning, schedule optimization, and task prioritization to meet organizational targets .

Data & Technical Proficiency: Advanced command of Microsoft Office, data logging, and digital record-keeping .

Analytical & Quality Mindset: Strong scientific background (Biochemistry) with sharp attention to detail, quality standards, and compliance.

Interpersonal & Team Leadership: Exceptional verbal and written communication skills ; adapts swiftly to high-pressure environments .

PROFESSIONAL EXPERIENCE

Pharmacy Technician: Fatina Pharmacy Nigerian Limited, Aba

2024

- **Dispensing Medications:** Counting, pouring, measuring, and weighing medications to accurately prepare prescriptions for patients.



- **Prescription Processing:** Receiving incoming prescriptions (either in person or electronically), entering patient and prescription data into the pharmacy management system, and verifying insurance details.
- **Patient Interaction & Customer Service:** Greeting customers at the drop-off and pickup counters, handling sales transactions, answering general phone inquiries, and handing completed medications to patients.
- **Inventory Management:** Monitoring medication stock levels, checking expiration dates, restocking shelves, ordering new supplies, and organizing shipments from pharmaceutical distributors.
- **Compounding:** Assisting in the preparation of custom-mixed medications.

Inventory Manager: Fatima Pharmacy Nigeria Limited, Aba

2019 – 2021

- **Digital Inventory Management:** Overseeing the pharmacy's inventory database, ensuring precise, real-time logging of all stock entries, pricing updates, batch numbers, and product expiration dates.
- **Stock Auditing and Loss Prevention:** Conducting regular physical stock counts, auditing data patterns, and investigating discrepancies to minimize waste, shrinkage, and financial loss.
- **Financial and Sales Reporting:** Generating daily sales, inventory valuation, and operational reports using accounting and management tools (such as QuickBooks) to track business performance.
- **Supply Chain and Warehouse Coordination:** Liaising between the suppliers and the dispensing teams to ensure a smooth, uninterrupted supply chain workflow and prevent stockouts.
- **Expiration Tracking and Compliance:** Monitoring drug expiry timelines closely, removing expired or soon-to-expire medications from shelves, and ensuring inventory

practices comply with regulatory standards.

- Purchasing and Reordering: Analyzing consumption trends and sales data to determine reorder points, placing purchase orders with authorized pharmaceutical distributors, and managing procurement budgets.

Computer Operator: Ozzygood Computers, Aba

2018 – 2019

- Executed high-volume data entry, document processing, and graphical adjustments under tight daily deadlines .
- Maintained optimal equipment functionality and troubleshooted minor system hitches to prevent production downtime.

Secretary: Abia State Environmental Protection Agency, Aba

2016 – 2017

- Streamlined office administrative workflows, managing official correspondence and scheduling regulatory timelines.
- Maintained strict confidentiality and meticulous filing systems for state environmental compliance records.

EDUCATION & CREDENTIALS

- B.Sc. in Biochemistry

University of Port Harcourt, Rivers State: 2021 – 2025

- West African Senior School Certificate (WASSCE)

Goodwill International Secondary School, Aba: 2016

- First School Leaving Certificate (FSLC)



Seventh Day Adventist Nursery & Primary School, Aba: 2010

BIODATA

Date of Birth: 23rd September, 1999
Local Govt. Area: Umuahia North
State of Origin: Abia
Nationality: Nigerian
Religion: Christianity
Marital Status: Single
Sex: Female
Languages: Fluent in English and Igbo

Key Attributes: Self-motivated, highly reliable, and quick to master new technical and analytical workflows .

REFEREE

Mr. Ozomma John Chidi
Fatima Pharmacy, 62 Aba Owerri Road, Aba .
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