



Hafiz Malik Abdur Rehman Tariq

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Date of birth: 16/12/1993 **Nationality:** Pakistani

CERTIFICATIONS

[Dubai Healthcare
Authority]

[Punjab Pharmacy Council,
Pakistan]

EDUCATION & TRAINING

[01/12/2014 - 01/06/2020]

DHA Qualified

Licensed Pharmacist

Doctor of Pharmacy

University of Sargodha

City: Lahore | **Country:** Pakistan | **Field(s) of study:** Pharmacy , Medicine

WORK EXPERIENCE

[01/09/2023 - 01/12/2025]

Doctors Pharmacy

City: Gujranwala | **Country:** Pakistan

Manager Pharmacy

- I regularly update dispensing protocols as needed and supervise dispensing operations to ensure smooth and efficient service.
- I set annual purchasing and revenue targets based on business needs.
- I ensure cost-effective operations, increase pharmacy sales, improve profit margins, and reduce expiry and stock-related losses.
- I ensure compliance with all legal and regulatory requirements.
- Most importantly, I focus on providing excellent customer care and building trust, which helps us retain our customers and build long-term relationships.
- One of my key responsibilities is to conduct daily audits of narcotics and Schedule-D medicines, ensuring accurate records, proper storage, and compliance with applicable requirements.

Dilawar Hussain Foundation Diabetes Management Center

City: Lahore | **Country:** Pakistan

Manager Pharmacy

- I supervise day-to-day dispensing activities and work closely with stakeholders to identify practical solutions and maintain cost-effective services.
- I also propose an annual purchasing budget based on operational needs and ensure that demands and purchase orders (POs) are generated accurately and on time.
- In addition, I focus on increasing pharmacy sales and improving profit margins while carefully monitoring stock to minimize medicine expiry and wastage.
- I conduct bimonthly audits of the medicine store to maintain proper inventory control, accuracy, and accountability.

Servaid Pharmacy 2.0

City: Lahore | **Country:** Pakistan

- I receive stock from the central store according to the approved PO and ensure that all SOPs are properly followed, including checking the expiry dates, batch numbers, quantities, and invoices.
- I am responsible for maintaining the required shelf levels at the branch to ensure medicines are available when customers need them and to avoid closing customers due to stock shortages.
- I also promptly inform the central warehouse about near-expiry medicines so that appropriate action can be taken.
- One of my key responsibilities is to conduct daily audits of narcotics and Schedule-D medicines, ensuring accurate records, proper storage, and compliance with all applicable requirements.
- I strictly follow the FEFO (First Expiry, First Out) policy to minimize expiry and maintain healthy stock rotation.

SKILLS

Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | pharmaceutical products | pharmacology | Pharmaceutical | Dispensing | medicines | prepare prescription labels | Prescription filling | Pharmacy prescription billing | prepare medication from prescription | Stock management | check for medication expiry terms

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s): English