**JOYCE MALEKELA CV**

1. **PERSONAL IMFORMATION**

Full names: **JOYCE VITALIANUS MALEKELA**

Gender: Female

Marital status: Married

Nationality: Tanzanian

Contact address: P.O. Box 35432; Dar es Salaam, Tanzania

Mobile: **+**255 689 320527, +255737828295

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| Email: [maley2joy@gmail.com](mailto:maley2joy@gmail.com) |

1. **MY EDUCATIONAL BACKGROUND**

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| **Date** | **Institution** | **Awards** |
| 2018 - 2021 | St. John University of Tanzania | Ordinary Diploma in Pharmaceutical Science. |
| 2012 - 2014 | Tumaini University Collage | Bachelor Degree of Business Administration |
| 2009 - 2011 | Mtwango Secondary School | Advanced Certificate of Secondary Education (ACSEE) |
| 2001 - 2006 | Benjamin William Mkapa High School | Ordinary Certificate of Secondary Education (ACSEE) |

1. **CAREER OBJECTIVES**

* To be reliable, enthusiastic and accomplished health care professional, with comprehensive knowledge of the principles, practices and operational techniques of hospital, retail and community pharmacy, to be source of knowledge and information to community.
* To develop career opportunity through practical learning in natural economic environment, attaining higher professional education to broaden understanding and transform them to realities.

1. **SKILLS**

Communication skills, Problem solving, organization, mathematical skills, detailed oriented, Management skills, armed with skills in dispensing, compounding, and interpreting prescription, community health.

1. **PROFESSIONAL EXPERIENCE,**

**June 2021 to July 2021**

**Pharmaceutical Technician Field Attachment:** Dreamland Community Pharmacy.

**Key Deliverables: -**

* Interpretation and evaluation of prescription, selection, Labelling of Medicines and supply of medicines in appropriate container.
* Dispense medicines to patients according to medical prescriptions, ensuring the medication is labelled with the correct drug name ,strength, quantity,expiry date, direction for use and additional required information and providing clear instructions and advice on how to take the drug, when, how long,how to store, possible side effects and any other relevant warnings . Making sure the patient understands inorder to ensure correct administration and adherence of the medication given.
* Accurately prepare and distribute patient medication while ensuring compliance with pharmacy policies.
* Provision of instructions regarding the correct use of medicines supplied to patients to ensure they understood the use of the medications and medical tools and what symptoms to look out for incase os side effects and when to to back to hospital..
* Utilizing Counselling and guidance technique in promoting Rational use of medicine.
* Analyse Public Health problems related to Quality, Safety, and Efficacy of medicines.
* Processing and Interpreting Pharmaceutical services Data using Statistical concept and principles.

**July 2020 to August 2020**

**Makole Health Canter:*Pharmaceutical Technician Field Attachment***

**Key Deliverables: -**

* To provide accurately, timely, and qualitative dispensing service of drugs according to the Medical prescriptions and STG standards and procedures in order to improve the patient’s health conditions.
* Dispense medicines to patients according to medical prescriptions, ensuring the medication is labelled with the correct drug name ,strength, quantity,expiry date, direction for use and additional required information and providing clear instructions and advice on how to take the drug, when, how long,how to store, possible side effects and any other relevant warnings . Making sure the patient understands inorder to ensure correct practice and procedures for dispensing medicines and ensuring respect of comfidentiality in dispensing.
* Mantaining accurate dispensing records and regularly reporting them to supervisor and ensuring returned and out-of-date medication are safely removed to a well designated quarantine zone for unwanted pharmaceuticals, separated from normal stock.
* Organizing and keeping clean the dispensing area,ensuring cleanliness care in handling medicines to avoid contamination and mix-up.
* Interpretation and evaluation of prescription, selection, Labelling of Medicines and supply of medicines in appropriate container.
* Preforming administrative duties, including receiving and inputting prescription orders and restocking inventory.
* Gather, organize and assess patient information, supply patients with information and education on their prescriptions.
* Monitor prescription filling process to ensure compliance with pharmacy policies.
* Ordering, receiving, issuing and recording of medicines and medical supplies to the ledger books apropriately.
* Handling medicines to patients and giving them instructions on proper use and rational use of medicines to ensure patients compliance and adherence.

**July 2019 to August 2019**

**Lugalo Military Hospital: Pharmaceutical Technician Field Attachment**

**Key Deliverables: -**

* Dispense medicines to patients according to medical prescriptions, ensuring the medication is labelled with the correct drug name ,strength, quantity,expiry date, direction for use and additional required information and providing clear instructions and advice on how to take the drug, when, how long,how to store and possible side effects to ensure compliance and adherence.
* Understanding ,recording and informing on any complaint received from patient related to medicine use or side effects.
* Provision of HIV medication and information to patients as well as giving them traiining whilr taking medication at the hospital especially about DTG
* Assist in providing counselling to HIV patients.
* Assist in provision of information to patients and community about the diseases, and medications to promote health. Organizing and keeping clean the dispensing area,ensuring cleanliness and care in handling medicines to avoid contamination and mix-up.
* Mantaining accurate dispensing records and regularly reporting them to supervisor and ensuring returned and out-of-date medication are safely removed to a well designated quarantine zone for unwanted pharmaceuticals, separated from normal stock.
* Assist in carring out patient based therapeutic Education (PTE) and interacting with patient using patient based aprroach also informing medical doctor in case of lack of adherence and identifying the reasons and finding solutions to improve adherence.
* Assist in the distribution and control of stock of categorized medicine and medical supplies.
* Assist in compounding and preparation of non-sterile medicines.

**October 2016 to 2018**

**Benny Billy Construction Limited: Human Resource Officer Sales Officer**

* Prosecting customers for company products.
* Assist in organizing and compiling of staff records and documentations and ensure they are updated.
* Assist in recruitment processes and managing new employees orientation on boarding and training.
* Maintaining customer relationship and provide administrative support to all HR matters of the department.
* Assist with collecting of overtime and recording them for review by supervisors
* Assist in enlightening the office about Tanzanian labour laws and HR principles
* Marketing and cross selling company products

1. **OBJECTIVES**

* To become an independent and competent leader who can produce positive required results and build successful relationship with colleagues to thrive in highly challenging economic environment as a whole.

1. **COMMUNICATION LANGUANGE**

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| Language | Speaking | Writing | Reading |
| Kiswahili | Very Good | Very Good | Very Good |
| English | Very Good | Very Good | Very Good |

1. **COMPUTER SKILLS**
2. Word processing and presentation skills.
3. Internet and email applications and general internet application.
4. Spreadsheet/ Microsoft excel.
5. **AWARDS**

* Certificate of appreciation for been outstanding student in academics.

1. **REFEREES**

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| **Mr Lucius Mtewele**  Senior Credit Manager  TCB Bank  P O Box 35432,  Dar es Salaam  Tel: +255 717530552  Mail: [mtewelel@yahoo.com](mailto:mtewelel@yahoo.com) | **Ms. Beatrice Malekela Ministry of Health**  Medical Doctor P.O.Box ,35432<Tel:+255> 765 030385 Mail: malekelabeatrice@yahoo.com |