



Islam Ahmed Kohif

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PROFESSIONAL EXPERIENCE

Medica Line Company for Medical Supplies Store Keeper	March 2007 — 2010
Al Shrouk Farma Group Company Store Keeper	April 2010 — February 2012
Jessraha Pharma Company Pharmacist Assistant and Sales Manager	March 2012 — October 2016
Marina Pharmacies Group (Dubai, UAE) Pharmaceutical Provider and Store Keeper	December 2016 — April 2017
Jessraha Pharma Company Purchasing Manager	May 2017 — Present

SKILLS

- More than 11 years of experience in pharmacy assisting, sales management and warehousing.
- Excellent communication and interpersonal skills.
- Prioritizing customer needs.
- Microsoft office (Excel & Word).
- Decision making.
- Critical thinking.
- Vendor and product management.
- Commercial awareness.
- Team leading and multi-tasking.
- Strong sales experience.
- Active organizational skills.
- Accuracy, patience and determination.
- Time management.
- Numeracy competence.
- Flexibility.
- Negotiation.

MAIN ROLES and TASKS

- In charge of inventory, ordering, shipping, buying orders.
- Prepare purchase requisitions for the replacement of stock.
- Contact suppliers besides searching categories and catalogues to determine price and additional details of new items.
- Handle and store merchandise and special products which require some knowledge of spontaneous combustion, toxicity, fragility, rapid deterioration, contamination and so on.
- Type prescription label and read prescription for pharmacist approval.
- A day-to-day management of warehouse operations.
- Purchasing medical and non-medical materials.
- Organise the pharmacy in an efficient manner to make the identification of products easier and faster.
- Maintain full control over delivering, stocking, and labeling medicine and other products.
- Prepare and administer appropriate pharmaceuticals to patients.
- The ability and qualification to interpret symptoms.
- Listen carefully to customers to interpret their needs and issues and in return give information and advice.
- Provide medical services such as injections, blood pressure etc.
- Prepare weekly confidential sales reports for presentation to management.
- Manage the internal and external mail functions.

EDUCATION

Bachelor of Law, Islamic Law Studies

September 2005 — May 2009

Al Azhar University

Professional Trainings and Seminars:

- ICDL computer course supported by Egyptian Communications Ministry.
- Microsoft Office course provided by the Higher Studies department, Tanta University.

INTERESTS

- Reading
- Travelling
- Teaching

LANGUAGES

- **Arabic:** Native
- **English:** Very Good