

DAVIDA ADELA RAHAYU

Pharmaceutical, Medical Procurement

Bekasi City, West Java | +62851-5548-5787 | [linkedin.com/in/davidaadela](https://www.linkedin.com/in/davidaadela)

PROFILE

A dedicated and passionate person who highly interested in Pharmacy particularly in procurement, Negotiation and Pharmacy Management. Reliable, responsive in a fast-paced environment, detail-oriented, and thrive under pressure committed to ensuring tasks are completed on time, within scope, and aligned with strategic goals.

KEY SKILLS & COMPETENCIES

Skillset — Task Planning, Pharmaceutical Procurement, Controlling and Monitoring product, Risk Management, Internal & External Communication, Relationship with Stakeholder, Critical Thinking, Analytical Skill, Monitoring Demand and Supply, Team work and Individual Work.

Toolset — Microsoft Office, Google Spreadsheet.

Languages — **Indonesian** : Native proficiency (Oral and Written)

English : Intermediate (Oral and Written)

PROFESSIONAL EXPERIENCES

B Group Companies (B Clinic)

Sept 2024 — Present

Back Office Pharmacy Technician

- Supporting for Collecting materials or data for pharmaceutical work planning.
- Receiving a pharmaceutical supplies.
- Receiving and selecting administrative requirements.
- Carrying out the procurement of pharmaceutical according to demand supplies and calculations.
- Resolving the backlog of client purchase order complaints and the clinic's increasing needs of more than 10 per-week by implementing a priority scale system, increasing customer and clinic employee satisfaction score 85%.
- Recapitulating and Input data in system for pharmaceutical supplies.
- Initiated weekly report for Retail Product and show the progress report to top management with actually condition.
- Monitoring stock opname every month and show the progress report to Person in Charge based on actually condition.

PT. Bintang Ades Multimedika (Bamed Health care group)

August 2023 — August 2024

Pharmacy Technician

- Successfully prepared medicine (compounded/non-compounded) for more 20 patients/day according to the Doctors prescription.
- Written Medication labels (e.g.,oral or topical) according to the Doctors prescription.
- Handed over medication to patients under the supervision of a Pharmacist.
- Monitoring stock opname everymonth and show the progress report to Person in Charge based on actually condition.
- Received and Distribution of pharmaceutical based on demand supplies

Klinik Pintar Permata Bunda

Feb 2023 — July 2023

Pharmacy Technician

- Successfully prepared medicine (compounded/non-compounded) for more 40 patients/day according to the Doctors prescription.
- Written Medication labels (e.g.,oral or topical) according to the Doctors prescription.
- Handed over medication to patients under the supervision of a Pharmacist.
- Monitoring stock opname everymonth and show the progress report to Person in Charge based on actually condition.
- Received and Distribution of pharmaceutical based on demand supplies
- Successfully assisted payment service for medicines and clinic services at the cashier.

Anna Pekayon Hospital

Jul 2022 — Jan 2023

Pharmacy Technician

- Successfully prepared medicine (compounded/non-compounded) for more 80 patients/day according to the Doctors prescription.
- Written Medication labels (e.g.,oral or topical) according to the Doctors prescription.
- Handed over medication to patients under the supervision of a Pharmacist.
- Monitoring stock opname everymonth and show the progress report to Person in Charge based on actually condition.
- Received and Distribution of pharmaceutical based on demand supplies

ORGANIZATION

Pharmacy Departement Associations

April 2019 — August 2020

Coordinator Community Service

- Created a strategy for improved, empowered and built collaborations between campus and the community.
- Coordinated collaboration for every community event.

EDUCATION

Bani Saleh University

July 2018 — Nov 2022

Bachelor's Degree of Pharmacy

GPA 3,55/4,00

Activities : Coordinator Community Service of Pharmacy Departement Associations, members of ISMAFARSI JABODELATA, Oral Presenter in National Conference Online at Tadulako University 2022, 3rd Place in The National Patient Counseling Event at Muhammadiyah University of Yogyakarta 2022.

LICENSE AND CERTIFICATION

- *Competency Certifications by PAFI*
- *STRTTK by KTKI*

February 2023

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