



**[MUHAMMAD FAIZ]**

Bogor, West Java, 16310 | +62 852-8201-7206 | faiz200712@gmail.com

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## **ABOUT ME**

My name is Muhammad Faiz. I am a vocational pharmacy graduate with professional experience in healthcare inventory management and hospital operations at MRCCC Siloam Hospital Semanggi. Experienced in managing medical supplies, consignment inventory, stock monitoring, expiration date control, and utilization tracking across multiple specialized units, including Chemotherapy, Emergency, Liver GI, and Cath Lab. Detail-oriented, adaptable, and committed to ensuring the availability and quality of medical supplies to support efficient patient care.

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## **ABILITY & COMPETENCE**

- Managing drug and medical equipment stock
  - Prescription screening
  - Drug dispensing
  - Drug stock quality control
  - Proficient in Microsoft Office (especially Word and Excel)
  - Data reporting and documentation
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## **SERTIFICATE**

- Certificate of Competence for Pharmaceutical Assistant
- Certificate of Job Internship, Aulia Hospital
- Certificate of Job Internship, Tk. IV Cijantung Kesdaam Jaya Hospital

## **WORKING EXPERIENCE**

### **MRCCC SILOAM HOSPITALS SEMANGGI**

#### **Ward Clerk (July 2025 – Now)**

##### Chemotherapy Unit

- Managed the daily availability of medical supplies and equipment required for chemotherapy services.
- Monitored inventory levels of medical supplies and infusion fluids to ensure uninterrupted patient care.
- Conducted regular checks on expiration dates of medical supplies and infusion products to maintain patient safety and compliance with hospital standards.
- Accurately recorded and entered the utilization of medical supplies and infusion fluids into the hospital information system.
- Supported inventory management activities through periodic stock audits and inventory reconciliation.
- Coordinated with multidisciplinary departments to ensure accurate patient data entry and administrative documentation.
- Scheduled and managed chemotherapy patient appointments to support efficient treatment workflows.
- Contributed to the smooth operation of the Chemotherapy Unit through effective administrative and inventory management support.

##### Emergency Unit

- Ensured the availability of emergency medical supplies, equipment, and medications to support uninterrupted patient care.
- Monitored and maintained controlled medications, including psychotropic and high-alert drugs, in accordance with hospital policies and safety standards.
- Conducted regular inspections of expiration dates for medical supplies and medications to ensure compliance and patient safety.
- Participated in routine inventory audits and stock reconciliation activities to maintain accurate inventory records.
- Accurately recorded and entered the utilization of medical supplies, injectable medications, and physician service charges into the hospital information system.
- Maintained the readiness and completeness of emergency trolleys to support rapid response in critical situations.
- Coordinated with multidisciplinary departments to ensure accurate patient data entry and administrative documentation.
- Supported the smooth operation of the Emergency Unit through effective inventory management and administrative coordination.

#### Liver GI Unit

- Prepared procedure packages and required medical supplies for diagnostic and therapeutic procedures, including gastroscopy, colonoscopy, and bronchoscopy.
- Ensured the availability and proper management of consignment medical devices and supplies to support uninterrupted procedural services.
- Monitored expiration dates of medical devices and supplies to maintain compliance with patient safety and hospital quality standards.
- Accurately recorded and entered the utilization of medical supplies, consumable medications, and specialist physician service charges into the hospital information system.
- Coordinated with relevant departments to ensure accurate patient billing, charge capture, and administrative documentation.
- Supported the efficient operation of the Liver GI Unit through effective inventory management and administrative coordination.

#### Cath Lab Unit

- Prepared medical devices, consumable supplies, and medications required for scheduled cardiac catheterization procedures.
- Ensured the availability and proper inventory management of consignment medical devices, including stents and guidewires, to support uninterrupted procedural services.
- Monitored expiration dates of medical devices and medications to ensure compliance with hospital safety and quality standards.
- Maintained the readiness and completeness of emergency crash carts/trolleys to support rapid response during critical situations.
- Accurately recorded and entered the utilization of medical devices, consumable medications, and specialist physician service charges into the hospital information system.
- Coordinated with relevant departments to ensure accurate patient billing, charge capture, and administrative documentation.
- Supported Cath Lab operations through effective inventory control, procedural preparation, and administrative coordination.

#### **SYAFAA FARMA PHARMACY**

##### **Pharmaceutical Technician (December 2023 – Juni 2025)**

- Provided services and dispensed medications to patients
- Explained medication usage and information clearly to patients
- Received medicines from distributors based on pre-approved purchase orders
- Verified the accuracy of delivered medicines against distributor invoices
- Entered medications and medical supplies into the pharmacy system and recorded them in stock cards
- Handled prescriptions from the clinic's practicing doctors

- Calculated daily pharmacy turnover and prepared daily financial reports
- Deposited daily revenue to the bank and prepared deposit reports
- Prepared monthly reports on patients and prescriptions
- Conducted monthly stock-taking and assisted pharmacists in planning drug procurement

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## **INTERNSHIP PROGRAM EXPERIENCE**

### **KIMIA FARMA PHARMACY (Depok, Indonesia)**

#### **Pharmaceutical Technician (February 2023)**

- Offered and promoted medications and supplements to customers
- Conducted thorough prescription screening to ensure safety and accuracy
- Ensured medications were taken according to doctor's instructions
- Performed drug compounding in accordance with Standard Operating Procedures (SOPs)
- Conducted quality control of pharmaceutical supplies within the hospital pharmacy
- Performed regular stock-taking of medications in the pharmacy warehouse
- Ensured the drug ordering process followed SOPs, from confirmation with pharmaceutical wholesalers (PBF) to receipt of goods at the pharmacy installation

### **AULIA HOSPITAL (Jakarta, Indonesia)**

#### **Pharmaceutical Technician (January 2023)**

- Conducted prescription screening to ensure accuracy and patient safety
- Ensured patients took medications as prescribed by physicians
- Compounded medications in compliance with Standard Operating Procedures (SOPs)
- Performed quality control of pharmaceutical supplies in the hospital pharmacy installation
- Carried out regular stock-taking of drugs in the pharmacy warehouse
- Managed the drug procurement flow according to SOPs, from order confirmation with pharmaceutical wholesalers (PBF) to receipt of goods at the pharmacy

### **TK. IV CIJANTUNG KESDAM JAYA HOSPITAL (Jakarta, Indonesia)**

#### **Pharmaceutical Technician (June 2019 - July 2019)**

- Conducted prescription screening and ensured accurate drug dispensing
- Counseled patients to ensure proper medication usage
- Prepared and compounded medications according to SOPs
- Monitored inventory and performed monthly stock-taking
- Performed quality control of drugs and medical supplies
- Oversaw end-to-end drug ordering process with pharmaceutical wholesalers (PBF), ensuring timely and accurate delivery

## **EDUCATION**

### **BHUMI HUSADA JAKARTA PHARMACY ACADEMY (2020 – 2023)**

#### **D3 Pharmacy – GPA 3,49**

- Participated in a national-level scientific writing competition at Lontara Perisai University
- Organized a futsal competition for high school/vocational high school students in East Jakarta

No Seri Ijazah: 454012023000396



**AKADEMI FARMASI BHUMI HUSADA JAKARTA**  
**YAYASAN BHUMI HUSADA**

**I J A Z A H**

Diberikan kepada :

1. Nama : **MUHAMMAD FAIZ**
2. Tempat, Tanggal Lahir : **Jakarta, 20 Desember 2001**
3. NIM : **2002036**
4. NIK : **3175042012010007**
5. Tanggal dan Tahun Kelulusan : **05 Oktober 2023**
6. Nomor Keputusan Akreditasi : **0559/LAM-PTK/AN/04/IX/2019**

Yang bersangkutan berhak menggunakan gelar akademik :

**Ahli Madya Farmasi (Amd.Farm)**

Dengan segala hak dan kewajibannya setelah dinyatakan lulus pada program Pendidikan Diploma III (tiga) Farmasi di Akademi Farmasi Bhumi Husada Jakarta (SK Menteri Pendidikan Nasional RI Nomor 01/D/O/2007).

Jakarta, **05 Oktober 2023**

Direktur

Apt. Dra. Kuswati Tanzil, S.E, M.Pd



Ketua Program Studi

Okkyana Kusuma Putri, M.Farm

KONSIL TENAGA KESEHATAN INDONESIA  
*THE INDONESIAN HEALTH WORKFORCE COUNCIL*

**SURAT TANDA REGISTRASI TENAGA VOKASI FARMASI**  
***REGISTRATION CERTIFICATE OF PHARMACY VOCATIONAL***

NOMOR REGISTRASI : MM00001197346117  
*REGISTRATION NUMBER*

NAMA : Muhammad Faiz  
*NAME*

TEMPAT / TANGGAL LAHIR : Jakarta, 20 Desember 2001  
*PLACE / DATE OF BIRTH*

JENIS KELAMIN : Laki-Laki  
*SEX* Male

SERTIFIKAT PROFESI/IJAZAH : 484012023000396  
*PROFESSION CERTIFICATE NUMBER*

TANGGAL LULUS : 4 Oktober 2023  
*DATE OF GRADUATION*

PERGURUAN TINGGI : Akademi Farmasi Bhumi Husada  
*UNIVERSITY*

KOMPETENSI : Ahli Madya Farmasi  
*COMPETENCE* Associate's Degree Of Pharmacy

NOMOR SERTIFIKAT KOMPETENSI : 0341974840120230011  
*CERTIFICATE OF COMPETENCE NUMBER*

BERLAKU HINGGA : Seumur Hidup  
*VALID UNTIL* Lifetime



**Jakarta, 23 April 2024**

a.n. Menteri Kesehatan

*On behalf of the Minister of Health*

**KETUA KONSIL KEFARMASIAN**

*Head of Pharmacy Council*



Dr. apt. Priyanto, M.Biomed  
Registrar

*Dokumen ini telah ditandatangani secara elektronik menggunakan sertifikat elektronik yang diterbitkan oleh Balai Sertifikasi Elektronik (BSrE) BSSN, dinyatakan sah secara hukum dan tidak diperlukan legalisir*

*This document has been signed electronically using an electronic certificate issued by the National Cyber and Crypto Agency (BSSN) declared legally valid and no legalization is required.*

July 11, 2025

Congratulation

**Muhammad Faiz 2500001378**

Ward Clerk

You get :15 JPL

For succesfully completed

**Program Orientasi Umum (POU) - New Employee**

## COURSE CERTIFICATE



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**Agus Wismoyo**  
Chief Human Capital Officer

Website

<https://siloamhospitals.bodhihealthedu.org/>



# PERSATUAN AHLI FARMASI INDONESIA

## PROGRAM KEAHLIAN FARMASI

Jl. Percetakan Negara No. 23 Jakarta Pusat 10560

Telp : (021) 4244486, Fax : (021) 4244795

email : pafipusat@gmail.com



### SERTIFIKAT KOMPETENSI ASISTEN TENAGA KEFARMASIAN

### CERTIFICATE OF COMPETENCE FOR PHARMACEUTICAL ASSISTANT

No. 0051-017/PP.PAFI/V/2020

Sertifikasi diselenggarakan berdasarkan Peraturan Menteri Pendidikan dan Kebudayaan Nomor 4 Tahun 2018 tentang Penilaian Hasil Belajar oleh Pemerintah melalui ujian Nasional, dan Penilaian Hasil Belajar oleh Satuan Pendidikan melalui Ujian Sekolah/Madrasah/Pendidikan Kesenjangan pada SMP/MTS atau sederajat dan SMA/MA/SMK atau yang sederajat, dan Peraturan Badan Standar Nasional Pendidikan (BSNP) Nomor 0053/P/BSNP/I/2020 tentang Prosedur Operasional Standar Penyelenggaraan Ujian Nasional Tahun Pelajaran 2019/2020 dan Pedoman Penyelenggaraan Uji Kompetensi Keahlian SMK Tahun Pelajaran 2019/2020

Menyatakan bahwa:

**MUHAMMAD FAIZ**

Lahir di Jakarta, 20 Desember 2001

Asal Sekolah : SMK FARMASI BHUMI HUSADA



Dinyatakan LULUS ujian Praktik Kejuruan dan diakui telah memiliki kompetensi seperti tercantum di balik sertifikat ini.

Jakarta, 2 Mei 2020

Ketua Umum

Persatuan Ahli Farmasi Indonesia

Maryani S.Farm., MKM., Apt



SMKF BHUMI HUSADA



Kepala Sekolah,

SARWAN, S.Si., M.Kes., Apt

5334954



BADAN NASIONAL  
SERTIFIKASI PROFESI  
INDONESIAN PROFESSIONAL  
CERTIFICATION AUTHORITY

## SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No. 86000 3213 2 0009703 2020

Dengan ini menyatakan bahwa,  
*This is to certify that,*

**Muhammad Faiz**  
No.Reg.FAR 878 00831 2020

Telah kompeten pada bidang :  
*has been competence in the area of :*

**Teknisi Farmasi**  
*Pharmacy Technician*

Dengan Kualifikasi / Kompetensi :  
*With Qualification / Competency :*

**Sertifikat Kualifikasi Nasional II Bidang Farmasi**  
*National Qualification Certificate II Of Pharmacy*

Sertifikat ini berlaku untuk : 3 (tiga) tahun  
*this certificate is valid for : 3 (three) years*

Jakarta, 29/03/2020

Atas Nama Badan Nasional Sertifikasi Profesi  
*On Behalf of Indonesia Professional Certification Authority*  
Lembaga Sertifikasi Profesi Komunitas Farmasi Indonesia  
*Professional Certification Of Indonesian Pharmacy Community*



**Maryani, S.Farm., MKM., Apt.**  
(Ketua/Chairman)





RUMAH SAKIT AULIA



# Sertifikat

Diberikan Kepada

*Muhammad Faiz*

Dari AKADEMI FARMASI BHUMI HUSADA JAKARTA

Yang telah melaksanakan Praktik Kerja Industri  
Di Unit Farmasi Rumah Sakit Umum Aulia  
Tanggal : 16 Januari 2023 s.d 30 Januari 2023

Jakarta, 30 Januari 2023  
Direktur RSUD Aulia



dr. Bachtiar Fanani

# Sertifikat

Diberikan Kepada :

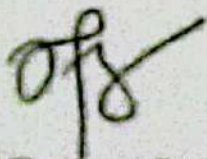
**Muhammad Faiz**

**“ SMK FARMASI BHUMI HUSADA ”**

Di Rumah Sakit Tk. IV Cijantung Kesdaam Jaya

17 Juni 2019 - 18 Juli 2019

Kainstaldik



Lea M Tangan, S.Kep, NS

ASN - III/d NIP 196905071990012001

Kepala Rumah Sakit



dr. Nani Prasetyoningsih, SpPK

Mayor Ckm (K) NRP 11040014310979