

Rehanul Islam

IT & Procurement Assistant

Rihan Islam
8 Amber house
114 Aylward street
London, E1 0qw

07944600105
rihan-09@hotmail.com

Skills

- Business and Administration level 2 EDI
 - OCR Level 2 E-Presentation
 - OCR Level 2 Spreadsheets
 - Computer literate [Microsoft office packages] and excellent telephone manner.
 - Excellent organisational and time management skills and eager to always learn new things and improve my skills to produce better and qualitative work.
 - Very flexible, with the ability to adapt to changes and handle difficult situations in a calm manner.
 - Bilingual in fluent English & Bengali/Sylheti dialect
 - Excellent attendance and punctuality
-

Experience

Whittington Hospital / IT & Procurement Assistant

July 2017 - PRESENT, Magdala Ave, London N19 5NF

My role involves coordinating the Pharmacy Procurement service, I also cover for the Pharmacy Purchasing Officer when required.

I utilitilise my IT skills fully by using Excel/VBA to help build financial databases for Procurement. With the ability to use financial models and software specific to the Whittington such as the E-Financials software to invoice.

This role also requires me to assist the pharmacy IT staff to maintain and update the Pharmacy Computer system and associated hardware and software when required.

I am familiar with invoicing orders placed as I routinely cover the matching of invoices when required.

I organise board meetings for Senior Pharmacists and the purchasing officer for budgeting & target reviews which has taught me the ability to handle complex, sensitive conversations with multiple stakeholders and board members.

I believe this role has also taught me how to build relationships with various different clients and companies at all levels. This is because I routinely have to liaise with different pharmaceutical suppliers for emergency drugs, orders and essential paperwork needed by the department. Through this I have built a good number of professional

relationships.

Homerton University Hospital / Medical Lab Assistant

September 2016 - July 2017, Homerton Row, Hackney, London E9 6SR

During my time at the Homerton I liaised closely between Homerton clinical staff and laboratory personnel and all senior members on the site, while undertaking pre-analytical duties of a medical technical assistant.

- In addition to taking of responsibility for the day to day running of samples in the Pathology laboratory. I further took on duties that involved liaising with outside institutions on the transport and safe storage of clinical samples moving between sites. I routinely provided management support to the medical staff in the production of blood cultures.

- I also gained experience in the procedure of processing bloods and other samples, in that I made myself familiar with using a centrifuge to spin samples, aliquoting and having an understanding of basic lab safety. This made me great at working quickly and accurately as the samples all needed to be processed within strict timescales as they arrive in the lab frequently through the day.

- Another aspect of my role was to help provide a full range of research administrative and support services to research and investigation undertaken at Homerton hospital.

- Throughout my post I demonstrated the ability to be able to practice good clinical laboratory practice (GCLP).

- As a part of my role as a MLA I also took the responsibility of data collection from information from sites to be pooled.

ST Georges Hospital / Pharmacy Assistant Technical Officer

November 2013 - February 2014, Blackshaw Rd, London SW17 0QT

I provided a high level of clinical support to all EPMA users across the Trust

I had an Involvement in the gradual implementation of EPMA (electronic prescribing & medicines administration) to all clinical areas – projected to rollout over 2-3 years.

I also had an Involvement in Pharmacy- and medicines-related aspects of Scan4Safety, overlapping with the rollout of EPMA.

My role was key in the development and implementation of Scan4Safety (GS1) SOPs in relation to Pharmacy operations; ensuring all other Pharmacy SOPs are updated to reflect new processes.

Developed and the implementation of EPMA SOPs in relation to Pharmacy supply and technical operations; ensuring all other Pharmacy SOPs are updated to reflect new processes.

Provided ongoing performance data on all aspects of the use of GS1by Pharmacy Supply Services.

I also was in the supervision of supply of approximately 1000 dispensed items per day, whilst working in the dispensary for my last week of contract.

Liaised with senior clinical staff from all relevant professions and senior members of the EPMA project and related boards.

Education

Birkbeck College University Of London/ MSc Finance

October 2017 - June 2019, Malet St, Bloomsbury, London WC1E 7HX

- Asset Management • Corporate Finance • Econometrics of Financial Markets
- Economics of Financial Markets • Financial Markets • Mathematics for Finance
- Principles of Financial Reporting • Dissertation/ Project

Birkbeck College University Of London / BSc Biomedicine

October 2013 - July 2016, Malet St, Bloomsbury, London WC1E 7HX

Hackney Community College / A levels

September 2011 - July 2012, Shoreditch Campus, Falkirk St, Hackney, London N1 6HQ

- Psychology - B
- Sociology - C
- Biology - D

Swanlea Secondary School / GCSE's

October 2013 - July 2016, 31 Brady St, London E1 5DJ

English literature - C	Drama - B
English language - C	Sociology - C
Maths - B	Religious Studies - B
Double science - B	Single Science - C

<https://uk.linkedin.com/in/rihan-101>



Riham Islam | LinkedIn

uk.linkedin.com

View Riham Islam's professional profile on LinkedIn. LinkedIn is the world's largest business network, helping professionals like Riham discover inside connections to recommended job candidates, industry experts, and business partners.
