

CURRICULUM VITAE

SHAUN KOEN

Packaging Officer

Pharmacist Assistant

Logistics & Supply Chain Management

Cell: 0825228722

Personal information

| | |
|----------------------|--|
| Name: | Shaun |
| Surname: | Koen |
| Identity number: | 8108055016086 |
| Marital Status: | Married – nil dependants |
| Nationality: | South African |
| Language: | Afrikaans (Home language) English (Fully bilingual) |
| Criminal offences: | Nil |
| Drivers license: | Code 08 |
| Health: | Excellent |
| Residential address: | 588 Bokser Str Garsfontein Pretoria 0042 |
| Postal address: | PO Box 39044 Garsfontein East 0060 |
| Tel. no: | Cell: 0825228722 |
| Email address: | shaun.koen@adcock.com |
| Interests & Sport: | Outdoor activities & adventure Cricket & other sports |

Camping & fishing
Travel
Interacting with people

Secondary Education

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|------------------------------|--|
| School attended: | High School Kalahari (1995-1999) |
| Highest grade passed: | Grade 12 |
| Subjects passed: | <ul style="list-style-type: none">- Afrikaans (First) HG- English (Second) HG- Math HG- Computer science HG- Science HG- Technical drawing HG |
| Achievements & participation | <ul style="list-style-type: none">- Revue (1998 & 1999)- Hockey (1997-1999) |

Qualifications

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| Diploma Logistics & Supply Chain Management | 2012 |
| Pharmacist Assistant Post Basic : | 2005 |
| HealthCare Representative Certificate Smart Group: | 2009 |
| Currently studying NDIP Electrical Engineering (Clinical) | 2014 - Current |

Computer experience:

Oracle
Unisolve
Exprocure
Microsoft Office
Computer Caps

Career History

Employer:

Adcock Ingram

Period of employment:

01 January 2014 – Current

Position holding:

Packaging Officer/Pharmacist Assistant

Duties & responsibilities:

Updating and changing packaging to keep in line with corporate identity.
Approve packaging material orders to ensure correct material is printed.
Keep packaging up to date to comply with MCC regulation.
Communicate with type setter about changes needed on packaging.
Update Lotus Notes and dossiers about changes on packaging.
Approving all printed materials for packaging, including cartons, labels, tubes and package inserts.

Employer:

Adcock Ingram

Period of employment:

01 November 2011 – 31 December 2013

Position holding:

Logistics/Pharmacist Assistant

Duties & responsibilities:

- Decision to and actively assist with product/ batch recalls.
- Picking of Schedule 6 orders.
- Stock-take of Specified S5 & S6 products.
- Sending of samples to applicable laboratories.
- QA hold release of final product for sale.
- Status allocation & releasing of batches at the appropriate stage of reconciliation.
- Monitor & report deviations occurring & that corrective action are being taken (non-conformances).
- Update & review of SOP's periodically.
- Train staff on relevant SOP's & new staff on GMP/GWP.
- Control over returned goods.
- Destruction of reject & damage stock.
Ensure that correct waste disposal procedures are followed.
- Reporting of technical complaints.

References:

Mohamed Surve
(011)6351085

Employer:

Van Heerden Pharmacy

Period of employment:

1 January 2008 – 31 October 2011

Position holding:

Pharmacist assistant

Duties & responsibilities:

- Ordering of stock
- Capturing of new stock
- Dispensing
- Cycle counts
- Stock taking
- Adjusting of stock variances
- Consulting with patients

- Printing of reports

References:

Antoinette van der Nest
082 821 5230
(012) 3485047/9

Employer:

Clicks Cornwall View

Period of employment:

1 February 2007

Position holding:

Pharmacist Assistant

Duties & responsibilities:

- Ordering of stock
- Capturing of new stock
- Dispensing
- Cycle counts
- Stock taking
- Adjusting of stock variances
- Consulting with patients
- Printing of reports

References:

Henk Espag
082 443 5041

Institution:

University of Limpopo
BPharm 1st year

Period:

1st of January 2006 – 31st of January 2007

Employer:

HyperPharm Watermeyer

Period of employment:

2003 - 2005

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|----------------------------|---|
| Position holding: | Pharmacist Assistant |
| Duties & responsibilities: | <ul style="list-style-type: none">- Ordering of stock- Receiving of pharmaceutical products- Capturing of new stock- Dispensing of Prescriptions & OTC products- Printing of reports- Cycle counts- Stock taking- Adjusting of stock variances- Consulting with patients- Banking- Front shop |
| References: | Klara von Schlichting 082 878 0877 |

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|-----------|------------------------------------|
| Employer: | Menlyn Pharmaceutical Distributors |
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| Period of employment: | 2001 - 2002 |
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|-------------------|----------------------|
| Position holding: | Pharmacist Assistant |
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| Duties & responsibilities: | <ul style="list-style-type: none">- Receiving of pharmaceutical products- Capturing of stock- Picking & Packing- Placing orders- Dispatching of stock- Stock control- Stock taking |
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|-------------|--------------------------------|
| References: | Leonie van Zyl 082 887 2837 |
|-------------|--------------------------------|

Damelin

correspondence

The Career Development College

This is to certify that

Shaun Koen
8108055016086

has fulfilled the requirements
for the programme

**Diploma: Logistics and Supply
Chain Management**

and in testimony thereof is issued with this award

on **08 April 2013**



CHIEF ACADEMIC OFFICER

ACADEMIC HEAD



**Die Suid-Afrikaanse
Aptekersraad**

Registrasiesertifikaat uitgereik
ingevolge Wet 53 van 1974

**Registrasie as 'n Aptekersassistent
(Na-Basies)**

Hiermee word gesertifiseer dat

SHAUN KOEN

as 'n aptekersassistent (na-basies) ingevolge die
bepalings van die Wet op Aptekers, 1974, soos
gewysig, geregistreer is en hiermee gemagtig word om
in die kategorie, **GEMEENSKAPSAPTEKERSE**,
binne die regsgebied van die Suid-Afrikaanse
Aptekersraad te praktiseer.

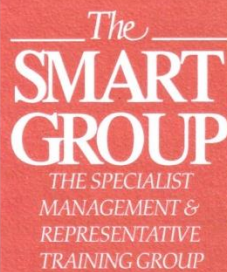
5 MEI 2005

Waarnemende Registrateur

Pretoria

Registrasienommer:

PB05103



CERTIFICATE OF ACHIEVEMENT

This certifies that

Shaun Koen

has successfully attended and completed

The SMART Group
HEALTHCARE REPRESENTATIVE'S COURSE

and achieved

73%

The following modules were assessed:

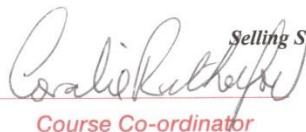
Introduction to the Healthcare Industry

Anatomy, Pathology & Physiology

of all the Body Systems

General Pharmacology

Selling Skills, Territory Management and Administration



Course Co-ordinator

Date January 2009

No. 1819

The Specialist Management & Representative Training Group cc

CK 92/32670/23