

## Caroline Jepkeitany Cheboi

**Address:** P.O. Box74874 - 00200  
**Telephone:** 0722 679 494  
**Email:** cheboicaroline@yahoo.com  
**Marital Status :** Married

### Career Profile

Experienced pharmaceutical technologist working towards the betterment of our hospitals and the society as a whole, by working as a team under the umbrella of public and private hospitals

### Academic and Professional Qualifications

Area of Learning	Provider	Year
Diploma – Pharmacy	Kenya Medical Training College	1999
Kenya Certificate of Secondary Education ( K.C.S.E ) C+	Kapropita Girls High School	1995
Kenya Certificate of Primary Education ( K.C.P.E ) 449marks	A.I.C Visa Oshwal Primary School	1991

### Key Skills and Personal Attributes

- **Leadership/Supervision** – Possesses excellent leadership skills. Ably led my colleagues on assignments leading to the successful achievement of work objectives. I have successfully supervised teams of staff in different operational roles.
- **Computers**-Proficient in the use of MS Office packages Windows Operating systems, Internet and E-mail.
- **Communication**- I communicate very well both orally and in writing and possess excellent presentation skills. Fluent in English and Kiswahili.
- **Organization and Planning** – Am a highly organized individual who handles all tasks in a methodical and timely manner. Competent at planning and organizing activities.
- **Interpersonal** – I relate very well with people from different cultures and backgrounds. Am able to work in a multi-cultural environment. Excellent at public relations and developing and maintaining strong relations.

These are my strong personal attributes

- Dynamic team-leader of high integrity
- Highly results oriented
- Client focused

<b>From:</b>	September 2003	<b>To:</b>	Date	<b>Employer:</b>	University Health Services – UON main campus.	<b>Role</b>	Pharmaceutical Technologist
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**Main Responsibilities**

- In charge of running the pharmacy and ensuring all essential drugs are available.
- Ensuring that proper dispensing procedures are followed.
- Ordering of drugs from the drug store at the main clinic.
- Ensuring correct and proper dispensing of drugs to patients
- Was involved in procurement of drugs from suppliers.

**Key Achievements**

- Ensured Practice of high standards of professionalism and integrity.

<b>From:</b>	May 2003	<b>To:</b>	August 2003	<b>Employer:</b>	Nairobi Equator Hospital	<b>Role</b>	Pharmaceutical Technologist
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**Main Responsibilities**

- Ensured correct and proper dispensing of drugs to patients
- Ensured that proper dispensing procedures were followed.

**Key Achievements**

- Ensured that standard specifications were followed thus ensuring quality records.
- Ensured Practice of high standards of professionalism and integrity.

**Referees**

<b>1</b>	<b>NAME</b>	Dr. Lucille Pamba
	<b>ORGANIZATION</b>	University of Nairobi Health Services
	<b>TELEPHONE</b>	0722 580 649

<b>2</b>	<b>NAME</b>	Dr. Samuel Mwaniki
	<b>ORGANIZATION</b>	University of Nairobi Health Services
	<b>TELEPHONE</b>	0721 543 351

<b>3</b>	<b>NAME</b>	Dr. Duncan L. Etemesi
	<b>ORGANIZATION</b>	University of Nairobi Health Services
	<b>TELEPHONE</b>	0720 864 272