

VENESHA SHUNMUGAM

PERSONAL DETAILS

<i>Address</i>	5 Diemersdal Close Kleinbosch, Parow 7500
<i>Telephone</i>	0834087896 (Mobile) 021 559 2794(Home)
<i>Email</i>	venesha@biovacinstitute.co.za
<i>Sex</i>	Female
<i>Nationality</i>	South African Citizen
<i>Marital Status</i>	Married
<i>Languages</i>	English and Afrikaans
<i>Dependants</i>	One
<i>Health</i>	Excellent (Non Smoker)

EDUCATION

<i>School Attended</i>	Woolhope Secondary School
<i>Highest Grade Passed</i>	Grade 12
<i>Subjects Passed</i>	English, Afrikaans, Mathematics, Physical Science, Biology, Computer Science
<i>University Attended</i>	University of Witwatersrand
<i>Degree Obtained</i>	B.Pharm (1993-1996)
<i>Achievements</i>	1990-Selected for Junior Achievement – Business Education Programme 1989, 1990 – Selected to Attend UPE Academic Vacation School 1991 – Selected to Attend the Science Vacation School 1991 – Certificate of Commendation – A Aggregate in Matric 1991 – Head Prefect, Treasurer of SRC and member of PTSA 1999 – Top Student at Damelin Management School
<i>Continuing Education</i>	1999 – Diploma in Production Management (Damelin) Best Practice Team Leadership Training Best Practices Train the Trainer-Accredited Trainer Arnold Mol Workshop – Motivating Employees and Help I am a Manager 2000 – Finance for Non Financial Managers (UPE) NOSA 5 Star Training Health and Safety Training 2001 – Self Development Workshop (UPE) Industrial Relations – Disciplinary Hearings Assistant 16.2 Appointee (NOSA) Course 2002 – Graduate Institute of Management and Technology – Certificate in Supervisory Management Lean Manufacturing (Dr Carloo Scodanibbio) Best Practice TRACC Implementation (CCI) Problem Analysis and Solving (Clive Gibson) Performance Management Systems Project Management Workshop (UPE) Teambuilding and Leadership (UPE) Best Human Resources Management Practices (UPE) 2003 – Micropore Filter Systems Research Methodology (UPE) Presentation Skills (UPE) Labour Law (UPE) 2004 – Introduction to ISO 9001:2000(SABS) 2005/2006 – Acorn Hellfire Internship Program Wits Management Advancement Program Learn to Lead

PROFESSIONAL EXPERIENCE

2005/01/03 to Present **The Biovac Institute** Cape Town, South Africa

Position Held Acting Production Manager

2003/09/01 to
2004/11/30 **International Healthcare
Distributors** Cape Town, South Africa

Position Held Responsible Pharmacist

Skills used Communication
IT Skills
Report Writing
Coaching and Mentoring
Financial Management
Counselling

Description of Work Maintain & Handle Flow of medical stock
Training
Responsible for all QA aspects
Apply Management Dimensions
Liaise with other departments

1998/07/01 –
2003/08/15

**Aspen Pharmacare Lennon,
Eastern Cape**

Port Elizabeth, South Africa

Positions Held

1. Production Pharmacist – Solids Manufacturing (1998 – 2000)
2. Line Manager – Liquids and Semi Solid Packing (2000 – 2003)

***Skills and Knowledge
Obtained***

Leadership practices
Production Processes – Planning, Organising, Activating and Control
Ensure compliance to the Occupation, Health, Safety and
Housekeeping procedures and legislation – 16.2 Appointee
IT Systems – BaaN, Pragma Maintainer, Microsoft Packages including
Powerpoint, Microsoft Project, Lotus Packages, Blick Time Genius
Time and Attendance System
Compiling daily, weekly, monthly plan with Production Schedulers, to
meet monthly targets in an FMCG, customer driven environment
Trend Performance and implementing Visual Performance Measures
for all Teams
Compliance to stringent Good Manufacturing Practices, within
current Quality Systems
Compilation and Training of Standard Operating Procedures
Waste control and reduction
Manage downtime through planned maintenance
Use of Problem Solving Techniques for Continuous Improvements
Budget Control, expenses and Capexes
Compliance to HR/IR Policies and Procedures, conducting
counselling and disciplinary action
To develop self and teams through continuous learning and
Assessments

1998/01 – 1998/06

Greenacres Hospital Dispensary

Port Elizabeth, South Africa

Position Held

Shift Pharmacist

Skills used

Communication

IT Skills

Report Writing

Coaching and Mentoring

Description of Work

Dispensing of Medication and ancillary items to Hospital and Private Patients

Stock Control

Training, Coaching and Supervising Pharmacist Students and Assistants

Counselling Patients

1997/01 – 1997/12

Livingstone Hospital

Port Elizabeth, South Africa

Position Held

Pharmacist Intern

Description of Work

Dispensing

Training of Nurses

Stock Control

Counselling Patients

References

1. Mr Gary Miller – Manager
041 – 4072301
2. Mr Johan Zeelie – Human Resources Manager
041 – 4072234
3. Mr Chris Whiteboy – Colleague
041 – 4072203/0824434204
4. Ms Eleanor Prenderdgast
021 – 514 5000