

# Paris Chimanya, Clinical Assistant

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## PROFESSIONAL SUMMARY

Clinical Assistant with 2+ years' hands-on experience supporting inpatient pharmacy operations within an NHS Trust. Skilled in pharmacy invoicing and supplier reconciliation, inventory management, and delivering discharge medications on tight timelines; maintains audit-ready financial records and supports monthly budget reporting using advanced Excel and clear management reporting. Strong laboratory foundation (BSc Biomedical Science) and technical skills including PCR and gene editing; reliable collaborator who resolves billing discrepancies, improves accuracy, and sustains efficient ward supply chains under pressure.

## AREAS OF EXPERTISE

Gene Editing  
Polymerase Chain Reaction

Microsoft Office (Excel, Powerpoint etc.)

## EMPLOYMENT HISTORY

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| Mar 2024 — May 2026 | Inpatient Pharmacy Invoicing Assistant, Hampshire Hospital NHS Foundation Trust                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Winchester  |
|                     | <ul style="list-style-type: none"><li>Processed and validated pharmacy invoices and credit notes, ensuring accurate financial records and timely supplier payment.</li><li>Reconciled transaction records and analysed spending trends to support budget monitoring and monthly reporting.</li><li>Liaised directly with pharmaceutical suppliers to investigate and resolve billing discrepancies, improving invoice accuracy and supplier relationships.</li><li>Maintained organised, audit-ready spreadsheets and produced clear management reports using advanced Excel (VLOOKUP, pivot tables) and PowerPoint.</li><li>Worked efficiently under strict deadlines, contributing to smoother invoicing cycles and reliable Trust financial data.</li></ul> |             |
| Jan 2024 — May 2026 | Inpatient Pharmacy Assistant, Hampshire Hospital NHS Foundation Trust                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Winchester  |
|                     | <ul style="list-style-type: none"><li>Organised and restocked medications and medical devices across wards, ensuring continuous supply and minimising stockouts.</li><li>Delivered discharge medications (TTOs) hospital-wide, coordinating with ward teams to meet patient discharge timelines and reduce delays.</li><li>Collaborated with pharmacists and clinical staff to assist with dispensing, medication checks, and inventory management, supporting safe and efficient patient care.</li></ul>                                                                                                                                                                                                                                                      |             |
| Oct 2023 — Feb 2024 | Youth Group Leader, The Middle Wallop Army Station Community Centre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Stockbridge |
|                     | <ul style="list-style-type: none"><li>Volunteered at my local community centre, planning and running activities for young people.</li><li>Encouraged youth to take initiative and build social and emotional skills through group projects and activities.</li><li>Developed leadership skills by leading teams and designing original activities tailored to our audience.</li></ul>                                                                                                                                                                                                                                                                                                                                                                          |             |

## EDUCATION

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| Sept 2024 — Present  | Bsc Biomedical Science (Hons), Oxford Brookes University<br>Expected 2:1<br>Studied: Biochemistry, Microbiology, Hematology, Pathology and technical laboratory skills. | Oxford |
| Sept 2021 — Jul 2023 | A-Level, Monkton Combe Senior School<br>English Literature (B), Biology (C), Chemistry (C)                                                                              | Bath   |
| Sept 2019 — Jul 2021 | GCSE, Monkton Combe Senior School<br>10 GCSEs including Mathematics (7), English Language (7).                                                                          | Bath   |