

Dr. Sumiya Mushtaq

House # 13/15-A-11, Nishtar Park,

Islam Nagar, Walton Road, Lahore Cantt.

E.mail: drsumiyamushtaq28@gmail.com

Contact # 03226415168

Respected Sir / Madam,

I am a skilled professional of 'Regulatory Affairs' with comprehensive knowledge & experience of preparing product registration dossiers for international territories.

With experience in preparing company & product registration dossiers for Senegal, Mongolia, Kenya, Sri Lanka, Cambodia, Myanmar, Philippines, Uganda, Ghana, Afghanistan, Kyrgyzstan & Nigeria etc in CTD/CTD format; I grew up with a good communication & management skills in regulatory affairs that are particularly effective for the business enrichment internationally.

Along-with the regulatory matters of exporting countries, I am also looking after the registration of imported products & medical devices etc with DRAP.

Apart from that; I have experience of technical documentation. This could be an added advantage for this profession. Details of my qualifications are in the enclosed C.V.

I believe that my knowledge & capabilities will enable me to excel in your esteemed organization. I am looking forward to meet u as soon as I am considered to further discuss my qualifications and experience.

Thank you for your consideration.

Sincerely,

Dr. Sumiya Mushtaq

RESUME

OBJECTIVE:

I want to be part of the success in an environment of growth and excellence.

EXPERIENCE:

❖ FEROSONS LABORATORIES LIMITED

Nov 2014 - till date

➤ Promoted to Senior Executive Regulatory Affairs

- Preparation of Product Dossiers for Exporting Countries according to their guidelines
- Working on registration of imported products and medical devices with DRAP
- Answer the queries or provision of all additional documents
- Coordination with other relevant departments
- Arrangement of registration samples and NOC
- Attestation of legal documents through field officer
- Art Work Proof Reading
- Maintenance of Data Bank

➤ Joined As Executive Assistant Regulatory Affairs

- The responsibilities were same as above.

❖ ENGLISH PHARMACEUTICAL INDUSTRIES

May 2014 – Nov 2014

➤ As Assistant Product Manager

- Training of Marketing Field Staff
- Preparation of Product Manuals
- Art Work Proof Reading
- Look after all matters regarding marketing
- Tracking Field Staff through documentation
- Preparation of Local Dossiers
- Assist Manager Regulatory Affairs in preparing Export Dossiers

❖ MASS PHARMA (PVT).LTD

February 2013 –March 2014

➤ As Quality Control Analyst

- HPLC, U.V and FTIR operator
- Chemical Testing from Raw Material to Finished Product
- Stability studies
- Preparation of SOPs
- Preparation of COAs

INTERNSHIPS:

❖ *THE CHILDREN HOSPITAL AND THE INSTITUTE OF CHILD HEALTH*

❖ *ENGLISH PHARMACEUTICAL INDUSTRIES*

ACADEMIC QUALIFICATION:

Pharm .D

University of Lahore (2008-2013)

F.Sc (Pre-Medical)

Govt. College for Women, Gulberg, Lahore (2005-2007)

Matric

Qurban Public Girls Higher Secondary School (2003-2005)

EXPERTIES:

- Effective communication
- Keen study and filtration of product registration guidelines
- Searching clinical studies on safety and efficacy of molecules
- Thorough review of dossier to make it correct and true
- Good command on Microsoft Office
- Attended training course on CTD preparation
- Good command over Q.C instruments handling and documentation

PERSONAL INFORMATION:

Father's Name: Ch. Mushtaq Ahmad

DOB: 28th September, 1988.

Religion: Islam.

Nationality: Pakistani.

Marital status: Single

REFERENCES:

Will be furnished on demand.