**RPh. ANILA TABASSUM**

**CONTACT INFORMATION**

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**PERSONAL INFORMATION**

Father's Name : Wahid Mian Ansari

Date of Birth : 26-april-1989

Religion : Islam

CNIC No. : 42101-7847388-4

**OBJECTIVE**

To obtain a position that enables me to use my strong organizational skills, educational background, and ability to work well with people. To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provide me with the opportunity to enhance my talent with an intention to be an asset to the organization.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **YEAR** | **GRADE/ CGPA** | **NAME OF INSTITUTE** |
| **MBA ( Health, hospital & Pharmaceutical Management)** | 2015-2018  (Expected) | --- | Institute of Business Management |
| **Pharm-D** | 2013 | 3.689 | Dow University of Health and Sciences |
| **Intermediate – HSC** | 2007 | A | Sir Syed Govt. Girls College, Karachi |
| **Matriculation – SSC** | 2005 | A+ | Metropolitan Academy, Karachi |

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **ORGANIZATION** | **DESIGNATION** | **DURATION** |
| **The Searle Company Ltd.** | Regulatory/Compliance Officer | 11-05-2015 (Current) |
| **Indus Pharma Pvt. Ltd.** | Regulatory Affairs Officer | 17-12-2013 to 30-04-2015 |
| **Essa Pharmacy** | Community Pharmacist | (6 months) |

**INTERNSHIPS**

**DR.AQ Khan Centre of Institute Of Behavioral Sciences:** Pharmacy Department

**Dow University Ojha Hospital:** Pharmacy Department (in patient & outpatient)

**Abbasi Shaheed Hospital:** Clinical Pharmacy

**SKILLS PROFILE**

**Communication Skills:**

* Highly proficient verbal communication skills to manage effective working relationships.
* I have experience of communication with variety of people, something I do daily in my current role in The Searle Company Ltd. and previously in Indus Pharma Pvt. Ltd. as a regulatory expert with national and international ministry as well as inter-departmental communication
* Experienced delivering briefing or training sessions to groups within the organization.
* Involved directly with patients for their counseling related to medicines and dosing in Essa-Pharmacy.
* Part on an internal Audit team of The Searle Company Ltd.

**IT Literacy:**

* Excellent IT skill set, experienced using various packages such as MS Office, MS Power-Point and MS Excel.
* Highly proficient using word processing and spreadsheet software such as Microsoft Word & Excel.
* Experienced using online software’s, searching, browsing and surfing Internet.

**Innovative & Problem Solving:**

* Resolving queries raised by local and International ministry while dealing the regulatory matters.
* Resolving Quality compliance related matter in The Searle Company Ltd.
* Provision of justification reports for observation raised by external auditors.

**Project Management/Multi-tasking:**

* Designed new format for Standard Operating Procedures and Batch Manufacturing Record for The Searle Company Ltd.
* Formation of Quality Agreement for toll manufacturing.
* Preparation of Site Master File and other relevant company documents for DRAP audit.
* Conducted trainings on WHO format of SOP.
* Worked on cGMP checklist.
* Part of Internal Audit team of the current organization and actively took part in the audit of Production, Packaging and Hr & Admin.
* Formation of Power point presentation on various topics for trainings.
* Preparation of departmental SOPs.
* Involved in the matter of Quality Compliance.
* Part of project team for Master Validation plan.

**Other Skills and Activities:**

* Have a desire to learn, and a willingness to take on responsibility.
* Highly self-motivated, confident and professional individual
* Great interest in socializing with people of different background and knowing their culture.
* Implementation of cGMP and ISO Standards.
* Attending Seminars on Health Awareness & Medicine Oriented.
* Quick learner, able to adapt to new systems and technologies.
* View punctuality and presentation as key roles in a working environment.

**ACHEIVEMENTS**

* Submitted around 70 dossiers within a year for new drug products, toll manufacturing, and transfer of registration and also on new drug molecule in DRAP.
* Worked on different assigned projects like up gradation of SOP format through Integrated Management system according to WHO guidelines and formation of Quality Agreement.
* Active involvement in Providing Training on different sessions related to projects.

**REFERENCE**

Furnish upon request.