**CURRICULUM VITAE**

**NOUSHEEN SARWAR**

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**CAREER OBJECTIVE:**

To pursue challenging career, where I can utilize my intellect & professional skill so as to enhance competence of an organization and myself. Also make the best use of my potential abilities to achieve the required task from the higher command.

**SUMMARY:**

My professional experience stretched over 2.5 years, mainly in Regulatory affairs in Pharmaceutical industry with a leading MNC Roche Pharma and national companies HILTON PHARMA LIMITED & MACTER INTERNATIONAL LIMITED.

**PROFESSIONAL EXPERIENCE:**

**Current Organization :** MACTER INTERNATIONAL LIMITED

**Duration :** January 2015 to Present

**Current Designation :**  Senior officer Business Development and Regulatory Officer

Job descriptions includes:

* Collation of technical documents and compilation of Product Registration dossiers, and product registration renewal applications, according to the overseas regulatory requirements of product registration using ACTD / ICH – CTD and relevant guidelines.
* Solving Query to Overseas Drug Regulatory Authority.
* Coordination with QA/QC/R&D collection and initial review of Technical Documents and for any inquiry of test methods and references for activities related to dossier submission.
* Preparation of monthly plan and reports for product registration dossiers, renewals and other miscellaneous work.
* Preparation and maintenance of List of Registered products and Products for Renewal Submissions.
* Preparation of the initial composition of existing and revised packaging material artwork/insert composition for registration purpose.
* Periodic review of the record and log books for correspondence, accomplishments, queries, misc. lists, correspondences with regulatory associates and technical documents for activities related to dossiers and miscellaneous submissions.
* Assist in the assessment of change alerts initiated by different departments.
* Preparation of Certificate of Pharmaceutical Products, No Objection Certificates for Samples.
* To evaluate the Scope, Registration and Launches of Biological in International Market.

**Projects:**

Evaluation of CPhI Data.

Prepare Product Leaflet.

Evaluation of 2 Countries where registration can easily acceptable.

**Previous Organization :** HILTON PHARMA (PVT) LIMITED

**Duration :** Since 24th June 2013 to December 2014

**Designation :**  Registration Assistant

Job descriptions includes,

* Checking and Preparing Local, Import & Export Dossiers.
* Checking and Work on Local & Export Queries.
* Work on SOPs for local & Import dossier.
* Work on SOPs for Export dossiers of different countries.
* Follow up for business development activities, regarding new products registration, new launch product misc. stages update etc.
* Checking and Preparing Local Registration Documents.
* Checking and Preparing Renewal Forms and MOH Additional requirements.
* Handling of artworks for Local and export products.
* Maintenance of records and documents updating for yearly audit.
* Work in Analytical Section for the testing of New Launch Products and existing Products.
* Able to run HPLC, UV Spectrophotometer and IR
* Ability to Work on SAP.

**Previous Organization :** ROCHE PHARMA

**Duration :** Since 1st Sep 2012 to 31st March 2013

**Designation :**  Management Trainee in Quality Assurance and   
 Regulatory Affairs

Job descriptions includes,

* Inspection of incoming consignment
* Overprinting of Cold chain and Cool chain Products
* Validation of cold rooms, cool rooms and retention room
* Hotdog reading
* Filing
* Making dossiers
* Making checklist and BRR
* Shredding of BPRs
* Drafting of SOP
* Handling of Complaint sample
* Follow ups

**Previous Organization :** AGP

**Over All Duration :** Since April 2012 to May 2012 **Designation :**  Internee

*Internship experience includes,*

* Worked in liquid and tablet manufacturing, packaging and sterile area.
* Conducted chemical analysis of drugs under manufacture, for quality control department
* Worked in QA, Regulatory department.
* Prepared a feedback report on the intern program and presented further suggestions for program implementation.

**Interpersonal Skills**

* Good interpersonal and communication skills
* Good presentation skills
* Ability to work in time constrains and in stress conditions
* Hard working, reliable; able to collaborate in teamwork.
* A quick learner who enjoys keeping current with new developments.
* A demonstrated record of achievement, management, and responsibility.
* Effectively manage many different tasks simultaneously.

**Language and I.T Skills**

* Proficient in Microsoft Office, Microsoft Excel  
  Possess excellent skills in both written and spoken English and Urdu (Native).

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- |
| **Degree** | **Institute/ University** | **CGPR /Grade** | **Year** |
| **Pharm-D** | Federal Urdu University | 3.75 | 2007-2012 |
| **Intermediate** | Sir Syed Govt.Girls College | A-grade (76%) | 2004-2006 |
| **Matriculation** | Ghazali Public Grammar School | A-one (85%) | 2001-2003 |

**PERSONAL DETAILS**

**Date of Birth** : 09-05-1989

**Marital Status :** Single

**Nationality** : Pakistan

**Languages**  : English, & Urdu

**HOBBIES:**

* Cooking
* Reading academic books and novels
* Paintings

**REFERENCES:**

* Available upon request.