

VO THI MY LOI



CURRICULUM VITAE

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I. OBJECTIVE

I want to work in environment learning more things to accumulate much experience for future promotion and bringing about many opportunities, challenges, and allowing me to maximize my knowledge.

II. EDUCATIONAL BACKGROUND

- 9/2014 - 11/2017** **The Degree of Pharmacist, University Medicine and Pharmacy, Ho Chi Minh City**
- Classification of degree: Average good (Full-time)
- 9/2008 - 12/2012** **The Degree of Engineer in Biotechnology, Nong Lam University.**
- Classification of degree: Very good.

III. WORK EXPERIENCE

- 11/2017 - 12/2018** **Regulatory Affairs, Dasan International Ltd., Hồ Chí Minh.**
- 10/2014 - 10/2015** **Medical Representative, IC Vietnam Company, Ho Chi Minh.**
- 5/2013 - 5/2014** **QC Employee, Tan Hiep Phat Group, Binh Duong.**
- 1/2012 – 7/2012** **Trainee, Biological Department of The Nuclear Center, Ho Chi Minh.**

IV. SKILLS

Language skills:

English: TOEIC 600.

Computer skills:

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| MS Word, PowerPoint, MS Excel | Advanced |
| Internet, Email | Very efficient use of Internet for information searching |
| Typing well | |

Work skills:

- Progress of registration dossier.
- Prepare leaflet with bilingual Vietnamese-English content.
- Prepare renewal drug registration dossiers periodically.
- Search and update information about Drug/ Food supplement regulation as well as regulatory affairs.
- Follow up, receive information/ feedback from Drug Administration of Vietnam (DAV), Vietnam Food Administration (VFA) – Ministry of Health (MOH) about registration supplementary dossier, Decision of Visa number as well as approval official letter for changing/supplement.
- Supplement as requests of authorities about drug/ food supplement registration fully and on time.
- Update regulation/ decision/ circular/ official letter related to product registration, manufacturing and circulation.
- Archive, manage registration dossiers and other dossiers, document.