



# Nguyễn Thị Như Quỳnh



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ThanhNhan Str. Hai Ba Trung Dist, Ha Noi

## OBJECTIVES

Acquire specialist knowledge and gain hands-on experience in a professional working environment. Undertake challenging positions with serious and devoting working attitude to promote skills and develop career path in the marketing field.

## EDUCATION

**2006 – 2012: St. Petersburg State Chemical – Pharmacy Academy (Russia)**

Bachelor of Science – Major in Pharmacy

**2015: Digital Marketing Certificate**

**2016: IELTS Certificate**

## SKILLS

### Technical:

Familiar with Microsoft Office (Word, Excel, Powerpoint)

### Language:

Russian: excellent communication

English: IELTS Official Certificate 6.5

## EXPERIENCE

### **Jan 2016 - Present: Regulatory Submission & Approval - SMEAG Company in Philippines**

- Ensure the compliance of reporting adverse event/quality issue as regulation.
- Ensure the compliance of relevant regulation of Ministry of Health and other concerned authorities
- Coordinate with supply chain department to support for product's availability on market.
- Maintains awareness of changes to laws, regulations and requirements and keeps the other department managers informed of these changes as soon as possible
- Provides professional comments, recommendations and requested information on legal documents to local and oversea colleagues.
- Provides regulatory comments/advice to Marketing staff in developing promotional materials and product advertising activities according to the relevant SOP.
- Support Marketing to follow-up with MOH/Hanoi SOH on advertising/promotional pieces for urgent issues

Learning points: International environment, english skills

### **Sep 2014 – Dec 2015 : Regulatory Submission & Approval - Fobic Co., Ltd**

- Prepares, submits, coordinates and follows up on product registration as assigned.
- Variation registration: CMC, labeling update, artwork

**Teamwork:** 8/10

**Multitasking :** 7/10

**Work under pressur:** 8/10

**Project management:** 7/10

**Analytical thinking:** 7/10

**Leadership:** 8/10

change...

- Ensure timely approval according to product registration plan.
- Supply the required information/documents for requirements of external or internal colleagues including Health Authorities (Ministry of Health) to conform to Company's regulations and law.
- Handles any amendments to registered products under responsibility.

Learning points: Relationship with Ministry of Health, teamwork

**Jun 2013 - Aug 2014: Marketing manager - Siberian Health International Company**

- Coordinate with AW/plant's colleagues in developing the artwork for packaging materials of products in responsible portfolio. Coordinate with Head Quarter and other partners when required.
- Plan, prepare, conduct and recommend training needs for functional manager and sales force to ensure performance and help them achieve higher level of skills, competent.
- Conduct marketing management meetings and business reviews to set sales goals and strategies to meet them.
- Strengthen relationship with key customers.

Learning points: Leadership, customer service

**Sep 2012 - Jun 2013: Teacher and Specialist - Medicine and Pharmacy, Ha Noi National University**

- Prepare lesson plans and teaching schedule
- Evaluate and grade class work and assignments
- Work in chemical laboratory

Learning points: Work under pressure, interpersonal skill

**Apr 2010 - Jun 2010: Translator and collaborator - Pharmacy Polysan Company, Russia -**

- Read documents and prepare summaries for QA
- Check the design and approve the standard packaging
- Checking, synthesizing the dossier of finished batches upon delivery, issuing finished goods delivery orders.
- Participate in and monitor the production process.
- Check compliance with pharmaceutical regulations.
- Investigation and handling of incidents and deviations.

Learning points: QA , GMP, ISO – knowledge