

PHUNG THI NGOC HUYEN

Place & DOB: Ha Tay, 19/12/1992 **Nationality:** Viet Nam

Sex: Female

Address: Yen Son Town, Quoc Oai Province, Hanoi City

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WORK EXPERIENCE

08/2015 – 06/2018 **Pharmaceutical Regulatory Affairs**

Responsibilities

- ✓ Assemble, prepare and submit original registrations, amendments, supplements, and variations as per the current prescribed guidelines for pharmaceuticals in Vietnam and international markets.
- ✓ Working across internal departments to establish local policies and procedures for all regulatory filings.
- ✓ Maintain the electronic/ paper regulatory archives for all projects and supporting the others department as required.
- ✓ Follow up, receive information/ feedback from Drug Administration of Vietnam about registration supplementary dossier, Decision of Visa number Issuance as well as approval official letter for changing/ supplement.
- ✓ Managing the day-to-day regulatory affairs activities related domestic and international applications including prepare, coordinate and review multiple submissions and projects effectively. Ensure consistency, completeness and adherence to standards for all regulatory submissions.
- ✓ Experiencing in making contact with Institute of Drug Quality Control HCMC

Name and Address
of Organization

Roussel Vietnam Pharmaceutical Company
702 Truong Sa, District 3RD, HCMC

06/2013 – 07/2013 **Internship**

Responsibilities

- ✓ Dispensing drugs and instruct patient on how and when to take a prescribed medicine; inform them about potential side effects they may experience from taking the medicine

Name and Address
of Organization

Quoc Oai Province Hospital
Quoc Oai Province, Hanoi City

SOCIAL ACTIVITIES

- ✓ Participating in the Green Summer Campaign and others charitable activities as may be suggested including providing a range of healthcare services for people living in rural areas

EDUCATION

- 04/2018 ✓ Training in Circular regulates contents (labeling of drugs, pharmaceutical ingredients,...)
- 01/2018 ✓ Training in Bioequivalence
- 07/2017 ✓ Training in Pharmaceutical Laws, Decree 54
- 10/2016 ✓ Training in Herbal Drugs and Formulations
- 11/2015 ✓ Training in Pharmaceutical Formulations and Drug Development
- 09/2010 – 06/2015 ✓ Student of Hanoi University of Pharmacy

THỂ MẠNH BẢN THÂN

- ✓ Self-management capability, organizational capability
- ✓ Strong cooperation/team work
- ✓ Reliability (responsible, completes works in timely and consistent manner); sense of initiative and creativity
- ✓ Quality of work: can maintain high standards even in pressing deadlines, does work right first time

SKILLS & COMPETENCES

- Soft skills**
 - ✓ Good communication
 - ✓ Good representation
 - ✓ Good organization
- Computer skills**
 - ✓ **Microsoft Office** programs
 - ✓ **Internet**
- Language proficiency**
 - ✓ **English:** Listening comprehension and written expression
- Interests**
 - ✓ Travel, event design, and gathering

Hanoi, 5th September 2018

Signature

Phung Thi Ngoc Huyen