

Nguyen Thi Tuyet Mai

PRODUCTION OFFICER



✉ nguyenthituyetmai1106@gmail.com ☎ 0399948300 📍 98 Thong Tay Hoi, Ward 10, Go Vap District, Ho Chi Minh City

JOB OBJECTIVES

- Short - term Objectives :
 - + Find a job that suits my expertise and capacity in the Pharmaceutical sector and in particular in the field of Pharmaceutical manufacturing;
 - + Contributing increase product quality and profitability for the company.
- Long - term Objectives:
 - + Mastering the job as well as hold the manipulation techniques that work required within 2 months.
 - + The chance to stick with the company.
 - + From it have promotion opportunities in the job match my experience and abilities.

EDUCATION

Lac Hong University

9/2013 - 6/2018

● Major: Pharmacy (Manufacturing)

Degree classification: Good

EXPERIENCES

Boston Pharma Joint Stock Company

3/2019 - Present

● Analyst - Raw material Team

- Perform testing of physical and chemical indicators of the sample materials, packaging and finished products according to the assignment of the Head of Quality Control, Quality Assurance Manager, The Director of the Plant.
- Daily records the number of chemicals, the standard substance use on the shared use of chemicals. Note the shared use of equipment fully. Recorded materials, test results on the test results reported in a timely manner, properly regulated.
- Report test results timely and accurately. Strict compliance with the SOP of the room quality check as well as GLP/GMP regulations when performing the work assigned.
- Implementation of the regulations on safety in the laboratory. Maintain hygiene and compliance with the rules of the lab, the company rules.
- Perform test physiochemical of the sample, sample, sample research materials as assigned by supervisor, Head of Quality Control, Quality Assurance Manager, The Director of the Plant. (when needed).
- Participate in and complete the report on time, ensuring accurate evaluation results analysis methods, evaluation of sanitary equipment, auxiliary systems evaluation. Check out the quality of the manufacturing environment as planned

Euvipharm Joint Stock Company - A member of F.I.T Group

● Warehouse Staff

- Monitoring the implementation of the principle of specialization of the products depots

8/2018 - 2/2019

- Reception check the product enter the repository in the correct procedures
- Responsible to the head of the repository about the number of warehouse and product quality, in cooperation with the staff search input causes excess inventory after a lack of tracking and reporting, product access expires.
- Keep documentation of product storage.
- Preparation of proposals processed finished products returned, recovered

Hasan - Dermapharm Joint Venture Company

4/2018 - 5/2018

● *Internship*

- Participation in the workshop production of solid drugs such as the original mix, fluidized bed drying, tableting, Since then learned the principles of machinery in manufacturing, in the production process industrial scale and the control in the process, solve problems encountered risks.
- Participation in the activities of the QC room, such as sampling, sample preservation and testing criteria requirements, the job report and the extraordinary results of the inspection process.
- Read the records and documents of Quality Assurance as: the important SOPs, batch production records, the performance appraisal of machinery, manufacturing process validation, ...
- Know the process procedures drug registration, generic drug development process from drug reference, ... in RD..

Binh Son Pharmacy

4/2017 - 6/2017

● *Internship*

- Arrange drugs in pharmacies in accordance with the provisions of the GPP
- Advise patients using the drug safe and effective
- Cutting drug and dosage for these common diseases.

ACTIVITIES

Ho Chi Minh Oncology Hospital ● *Volunteer*

6/2014 - 7/2014

- Support patients in procedures and medical examination
- Help patients to check their records were complete or not

CERTIFICATIONS

2013

B English Certificate
Certificate B Informatics

ASPIRATION

- As a meticulous, thoughtful, careful and meticulous work, withstand pressure high work, I especially loved the work in laboratories, especially in the field of pharmaceutical manufacturing. I hope I can apply the knowledge, skills, his experience in the work which I have applied.
- From there, I could develop and devote myself to the work that fits personality and passions and my professional capacity.