**CURRICULUM VITAE**

**PERSONAL INFORMATIONS**

Name : TRAN THI HONG NHUNG Date of Birth : November 29, 1988

Marital Status : Married

Address : No 15, Alley 18, Ngo Quyen street, Ha Dong district, Hanoi.



Email : [nhungtran88hus@gmail.com](mailto:nhungtran88hus@gmail.com)

Tel : 0934 525 054

**EDUCATIONS**

Ha Noi University of Science (2006-2010) Bachelor : Biology

Major : Ecology and Environmental Biology

Hanoi University of Pharmacy (2010-2013) Qualification : Pharmacist

**WORKING EXPERIENCES**

**3/2009 – 6/2010 : Laboratory assistant**

Duties:

- Translating text books of Ecology, Biochemistry from English to Vietnamese in order to make teaching materials.

- Performing biochemical tests and assays.

- Making report and writing scientific articles in both Vietnamese and English.

**09/2011- 12/2014 (3 years 3 months) : Viet Phap Pharmaceutical company**

**12/2014 – present : Dong A trading pharmaceutical Co., Ltd**

Position: **Regulatory affairs executive & Pharmacovigilance**

Duties:

• ***As a regulatory affairs executive***

- Consult registering regulation to business partners from foreign. Advising partners how

to set appropriate regulatory process.

- Translating drug instructions from English into Vietnamese and in converse way.

- Provide update regulations to cross function team in company (commercial, sales and store department)

- Checking registering dossier provided by foreign partner and prepare to submit

Dossier.

- Taking responsible for registration, renewal, variation and advertisement dossier of drug product.

- Following up registration and ensuring submission timely

- Translating the scientific documents of the products and training to sale man (both OTC and ETC)

• ***As a staff of Pharmacovigilance department***

- Taking responsible for receiving ADR reports from business partners.

- Informing and reporting to DI & ADR system in Vietnam any ADR case obtained during

post-approval phase of the product.

**04/2017-12/2017 : QH Pharma Co.,Ltd**

Position : **Business Development & Regulatory affairs executive (part-time)**

- Seeking new potential business partners and products complying with the company’s strategy, discussing to get a signed contracts with new business partners.

- Checking registering dossiers provided by foreign partner and prepare to submit these

dossiers.

**OTHER EXPERIENCES**

Go abroad for business: In 2013, I was appointed to go to Thailand for a meeting of updating registration regulations in Vietnam compare to those in other Asean countries.

**SKILLS**

English skills : Good at communicating in English Qualification : Toefl PBT with score : 535 (2011) Group working skill

Computer : Word, Excel, PowerPoint

I certify that all information mentioned above is true and completed to the best of my knowledge. I understand that willful misrepresentation, false statement or omission of facts will be adequate grounds for dismissal.