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| CURRICULUM VITAE | | |
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| PERSONAL INFORMATION |  |  |
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|  |  |  |
| NAME | Hiba |  |
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| ADDRESS | Abu Dhabi, UAE |  |
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| DATE OF BIRTH | 1st of February, 1980 |  |
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| PLACE OF BIRTH | Abu Dhabi, UAE |  |
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| NATIONALITY | Palestinian |  |
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| GENDER | Female |  |
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| Email | [Hiba.333002@2freemail.com](mailto:Hiba.333002@2freemail.com) |  |
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| SUMMARY |  |  |
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| Seeking a promising and challenging job related to my education in pharmacy within your Organization and to use my maximum capability and expertise to help uncover more and more of my abilities and positive aspects in order to increase my life experience and increase the benefit of myself to any work and team I can join. | | |
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| I desire to setup an interview and appreciate the opportunity to meet with you and I thank in advance for your time and consideration and look forward with optimism to hearing from you soon. | | |
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| I would happy to provide you any more details that you feel needed or be available for a personal interview | | |
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| EDUCATION & CERTIFICATES | |  |
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| * HAAD Pharmacist License No. issued by Health of Authority – Abu Dhabi 2006 * MOH Pharmacist License No. issued by Ministry Health, UAE 2007 * Bachelor of Pharmacy & Pharmaceutical Chemistry from Damascus University 2003 * High School Graduation Certificate with Certificate of Appreciating for Excellent Rate (97.9%) | | |
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| WORKING EXPERIENCE | |  |
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| Period | **From JANUARY 2006 – MARCH 2015** | **9 years 3 months** |
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| Company | ABU DHABI International Medical Services LLC. | |
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| Positions | During my Employment period I had been promoted to cover different positions in the company as per the following details: | |
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| Position (3) | **Regulatory Affairs and Logistics Manager** | **Jan 12, Mar 2015** |
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| Role # 1 | Regulatory Affairs Manager managing staff consists of two Regulatory Affairs Officers responsible for:   1. Preparing and submission of Registration dossiers of pharmaceutical and medical device products along with their manufacturing sites and marketing authorization holders 2. Getting import license (UAE MOH Import Permit) for all imported and distributed products and maintaining well records for pharmacovigilance and medical surveillance track as per the local requirement in UAE and the international standards. 3. Communicating with others and relevant Authorities for regulatory purposes to obtain any required approval for certain products and as per the actual needs e.g. HAAD, DM, FANR. | |
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| Role # 2 | Medical Store Manager & Pharmacist In Charge (PIC); responsible for all activities carried out in the warehouse including receiving, storage and distribution of all products along with the inventory control, also responsible for creating and updating the SOPs to be followed by staff and according to the local requirements  In addition PIC is responsible to maintain and to ensure that all technical conditions of the medical store is in comply with the local requirements to ensure the auto renewal of the facility by the concerned authorities. | |
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| Role # 3 | Procurement & Logistics Manager (Medical Consumables & Pharmaceuticals); managing the preparing and releasing of all the Purchase Orders for International and local suppliers as requested by the sales department and ensuring that the released orders are liable to obtain the necessary approvals and permits for custom clearance by the concerned authorities before the sending them for final approval by the management.  In addition the department is responsible for inventory control including clearance and distribution of the cleared products as per the local purchase orders received by the customers. | |
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| Role # 4 | Others:   * Tenders and Quotation of Medical Consumables and Pharmaceuticals which require specific regulatory knowledge and background for the submission of offers (e.g SEHA Price Agreements and Tejari Tenders) and as per the instructions of the managing department. * Distribution Agreements and Contract reviewing, follow up, renewal and filing. * IMS Implementation (ISO 9001, ISO 14001 and ISO 18001); I was selected to hand this task and to follow up with the department and to prepare the required procedures and forms but due to my resignation it was uncompleted | |
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| Position (2) | **Regulatory Affairs Executive & Pharmacist In Charge** | **Jun 2010 –Jan 2012** |
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|  | * Responsible for preparing and submission of the registration dossiers for all type of medical products (Medical Device, Pharmaceuticals and the general Sale List “OTC”) * Managing the technical conditions and operating procedure of the Medical Store * Obtaining all the required permits for importing and distribution of medical and pharmaceutical products * Support all Logistics and clearance of the medical products * Tender support for Pharmaceuticals * Other regulatory support requirements e.g pharmacovigilance, other communication with different authorities for regulatory purposes | |
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| Position (3) | **Regulatory Affairs Coordinator & Store In Charge** | **Jan 2006- Jun 2010** |
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|  | * Support the pharma division manager in all regulatory and pharmaceutical division activities including promoting and sales of pharma products along with event organizing * Pharmacist in charge for the newly opened pharmaceutical store | |
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| Period | **From October 2003 – October 2005** | **(2 Years)** |
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| Company | Pharma Plus |  |
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| Positions | Part time Indoor representative for herbal and natural products at Nutrition Zone Abu Dhabi |  |
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| Role | Provide customers with health advise and help them to select their products as per their needs and according to their health conditions |  |
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| SAMPLE OF SUBMITTED AND APPROVED APPLICATIONS | |  |
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| Company | **Products** | **Type** |
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| LCA Ph. –  France | Arthurm H  Coxarthrum | Medical Devices (Injectable) |
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| LG Life Sciences - Korea | Euvax B 0.5 ML  Euvax B 1 ML | Conventional Medicine |
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| Three Rivers Pharm. - USA | Amphotec 50 MG  Amphotec 100 MG | Conventional Medicines |
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| Borg Ph Industries - Egypt | Sun Blocks SPF 30, 60 & 90 | GSL (OTC) |
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| Novell Ph Lab - Indonesia | Xevolac 30 mg / ml | Conventional Medicines |
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| Biopromin –  Ukrain | AMP (non invasive heamogram analyzer) | Medical Device |
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| Arthrocare Sports Medicines | Arthrocare Arthrowands  Arthrocare Controllers | Medical Device |
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| Others | E.g. Bioequevelant Centre, transfer of agency, minor variation … Etc |  |
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| COURSES & WORKSHOPS | |  |
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|  | Different Courses and Workshops for continuous pharmacy education programs (CPE) had been attended to ensure the renewability of the pharmacist license by HAAD & MOH; List can be provided upon request |  |
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| TRAINING |  |  |
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|  | * Computer applications (Microsoft Office) in year 2000 * Pre Graduate Pharmacy training from 2001- 2003 * Post graduate Pharmacy training from 2003- 2005 |  |
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| SKILLS |  |  |
|  | I have great ambition in my career and strong potential to work hard under pressure and you will find energetic , enthusiastic Pharmacist welling to learn & help ; also you can find me having the following skills:   * Professional approach and appearance * Deep understanding of physiology , pharmacology and pharmaceutical science * Familiarity with locally available drugs and pharmaceutical * Excellent communication skills both in written and oral * Ability to interact constructively with members of culturally diverse work environment * Remarkable ability to follow through on tasks assigned * Excellent computer // data entry skills | |