

Executive Summary

Quality-oriented university graduate (Bachelor of Biotechnology Honours Class 2A) from University of Queensland (UQ), Australia. Majored in molecular biotechnology and innovation management. Have knowledge/experience and skills related to both science (conducting research and experimentations, reviewing journal articles – high familiarity with chemical and biological jargons, producing written summaries of conducted research, etc), and business, financing and organizational management (administrative/secretarial tasks). Had the privilege of working in research-based laboratories/environment for more than a year, (Honours year + 2 months in a research program). Acquired valuable professional skills such as research methodology, recordkeeping, multitasking and laboratory regulatory compliance (standard operating procedure; SOP). A great team player with strong interpersonal/communication and organizational skills. Highly-committed in team-oriented tasks / goals. Self-motivated, independent, proactive and a quick learner (able to learn new techniques/skills in a fast pace), with proven analytical and problem-solving skills.

Experience

2018 : ‘Administrative Assistant, Regulatory Affairs’ at PAREXEL International (Malaysia) Sdn. Bhd.;

- Tasks / duties performed included, but not limited to; **1)** Assisting senior associates in preparing submissions to health authority (NPRA, MDA etc) to obtain approvals for initiating clinical trials/studies; also approvals for changes/amendments made in protocols to the present ongoing studies; had experience going to the NPRA for manual submission and obtained exposure on the FAQs by the NPRA officer, and overall the general flow of a clinical-trial submission (the requirements that need to be fulfilled etc); **2)** Assisting in translating important documents (RA approvals for clinical studies, Clinical Trial Import Licenses-CTILs, etc) from Malay to English and vice versa; **3)** Assisting in the documentation and archiving of important documents and correspondences, electronically (following PAREXEL naming convention) and physically, making sure the documents are in the right order/respective appropriate folders, for future reference and audit purposes
- Knowledgeable in local and international regulatory requirements for clinical trial/studies and product/drug registrations, as well as the Good Practices (GCP, GLP, GMP, GPVP); familiar with clinical terms

2018 : ‘**Regulatory Affairs and Pharmacovigilance (RA & PV)**’ intern at Novo Nordisk Pharma Malaysia;

- Tasks / duties performed included, but not limited to; **1)** Handling / checking for regular evaluations (safety variations, change in manufacturing site, etc) that need to be done on the drug products on a daily basis and assisting in preparing reports for electronic submissions to the HQ using internal databases/systems; **2)** For safety variations of drug products that involves changes in labelling and product information - checking and proofreading professional leaflet (for healthcare professionals) and patient leaflet (for end-consumers) in dual language (Malay & English respectively), making sure that they are the latest / up-to-date, and implement changes as necessary; **3)** Handling / checking for post-marketing surveillance cases related to the marketed drug products on a daily basis, as well as complaints related to serious adverse events (SAE) from using the drug products, and taking appropriate actions such as reporting to the manager, preparing and submitting reports to the HQ via internal databases/systems etc

2016/ : Did an **Honours project** (Research Title: Investigating Interactions Between Bispecific Antibodies and Nanomedicines);

- : Had written a ‘**Literature Review and Research Proposal**’ and **thesis (final report)**, as well as given **seminar presentations** as part of the Honours year

2016 : Participated in and completed the **UQ Winter Research Program 2016** as one of the winter scholars at Centre for Advanced Imaging (CAI), Queensland, Australia –work done similar to that of a research assistant for a research group (A/P Rajiv Bhalla’s Group);

- Skills / knowledge acquired: use of high-performance liquid chromatography (HPLC) instrument
- Experience / familiar with working in a radioactive laboratory / environment; understand and familiar with the safety regulations involved

- : Attended the **International BioFest 2016** from 24th – 27th October 2016 at Melbourne Convention Centre, Melbourne, Australia

2015/ : Participated in and completed the ‘**2016 UQ Undergraduate Research Conference**’ as one of the **2016** oral presenters (PowerPoint slide presentation; Research Title: Investigating Molecular Interactions Between Bispecific Antibodies and Polymeric Nanomaterials);

- : Participated in and completed the **UQ Summer Research Program 2015/2016** as one of the summer scholars at Centre for Advanced Imaging (CAI), Queensland, Australia –work done similar to that of a research assistant for a research group (A/P Kristofer Thurecht’s Group);

- Skills / knowledge acquired: (cancer) cell culturing and passaging, cell counting using haemocytometer, use of ultraviolet-visible (UV-VIS) instruments to check absorbance and measure the concentration of materials, stoichiometric principles and calculations (diluting

concentrations of the materials), preparing buffer stock solutions, use of pH meter to measure the pH of buffers, use of size-exclusion chromatography (SEC) instrument to separate materials according to size, performing SDS-PAGE analysis, conducting flow cytometry experimentations

- : Had written a **research report**, as well as given PowerPoint and poster presentations as part of a research course (SCIE3260);
- Report Title: Characterization of Anti-PEG Anti-EphA2 and Anti-PEG Anti-EGFR Bispecific Antibodies as Targeting Ligands for Theranostic Hyperbranched Polymer;
- Poster Title: Characterization of Bispecific Antibodies as Targeting Ligands for Theranostic Polymeric Nanomaterials

Education

University

- 2013 – 2017 : Enrolled in University of Queensland (UQ) (Australia) for a 4-years bachelor degree (Hons) in Molecular Biotechnology and Innovation Management (dual major)
- : Last Semester GPA – 6.00
- : Graduated with Honours Class 2A (Second Class Upper)

College

- 2011 – 2013 : Enrolled in Mara College Seremban (Malaysia) and obtained an International Baccalaureate (IB) Diploma in Biotechnology (39 out of total of 45 points)
- : Obtained grade 7 and 6 in Biology High-Level (HL) and Chemistry (HL) respectively
- : Obtained an A in Biology Extended Essay (EE)
- Elected as the Vice President of Student Representative Council 11/12 (SRC)

High School

- 2010 (Form 5) : Obtained 6As (+) and 3As for SPM
- : Graduated (1st Class) from Mara Junior Science College (MJSC) Taiping

Personal Skills & Qualities

Communication & Interpersonal

- Strong communication (verbal and written) and interpersonal skills
- Able to converse in English and Malay fluently and confidently

- Able to give a talk/speech/presentation confidently in front of an audience
- Able to write a (research) proposal and research summaries, as well as other scientific documents (examples of writing experience: Honours project proposal and final report/thesis)

Technical / Technological

- Extended knowledge in biology (microbiology, genetics, cell structure and function, etc), biochemistry, and chemistry
- Adequate knowledge in business, innovation and team management, as well as corporate finance
- Basic knowledge in physics, mathematics and accountancy
- Basic computing skills for communication purposes (emailing, other social media platforms, etc)
- Highly proficient in using Microsoft Office software (Word, Excel, PowerPoint) for communication purposes (writing reports, creating and managing spreadsheets, designing and creating slide presentations, etc)
- Background knowledge in local and international regulatory requirements for clinical trial/studies and product/drug registrations, as well as the Good Practices (GCP, GLP, GMP, GPVP); familiar with the clinical terms

Analytical / Critical Thinking

- Able to search for, compile, and analyse extensive (scientific) data as part of providing solutions to arising problems; great researching skills

References

1. A/P Kristofer Thurecht from Centre for Advanced Imaging (CAI) at University of Queensland
 - Ph. No: +61 7334 60344
 - Email Add.: k.thurecht@uq.edu.au
 - Website: <https://cai.centre.uq.edu.au/profile/121/kristofer-thurecht>
2. Dr Nicholas Fletcher from Centre for Advanced Imaging (CAI) at University of Queensland
 - Ph. No: +61 7334 60359
 - Email Add.: n.fletcher1@uq.edu.au
 - Website: <https://cai.centre.uq.edu.au/profile/138/nicholas-fletcher>
3. Dr Christopher Howard from Centre for Advanced Imaging (CAI) at University of Queensland
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