

Manel Madjda DJEHA



Contact

Address:

18 Cap Caxine street
el hammamet, Algiers
ALGERIA

Phone:

+213 555 532 295

Email:

djehamanel95@gmail.com

LinkedIn:

manel-majda-djeha

Languages

Arabic – Fluent
French – Fluent
English – Good

Education

- **Pharmacist: Doctor of Pharmacy** – 2014 to 2021
- **Faculty of Pharmacy - Ziania,** Algiers

Pharmacist

Skill Highlights

- Attention to detail
- Good communication and interpersonal skills
- Microsoft Office
- Software applications, used by pharmacies

Experience

Quality Management Systeme -01/2023 to today

Set up a quality management system

Writing the Quality Policy, the Quality Manual as well as the Procedures according to ISO 9001 and ISO 9000 version 2015

Regulatory Affairs Manager (Medical Devices)- 09/2022 to today

- Prepare and verify the compliance of documents, the approval file, import permit and attestation of the regulations of imported products and submission to the authorities.

Pharmacovigilance deputies- 09/2022 to today

- Elaborating of the Internal Processes Affaires' Department in collaboration with other departments,
- Collection (initial), documentation (follow-up reports), tracking and transmission to GSD of ICSRs from the territory,
- Reporting safety data local Authorities (Valid ICSRs, periodic reports).
- Answering safety requests from competent authorities.

Regulatory Affairs Certification, intern- 12/2021 to 07/2022

Ministry of pharmaceutical industry, Algiers

- Assessing Regulatory Certificates.
- Adhering to applicable legal rules, regulations, and procedures governing pharmaceutical practice.
- Processing of official certificates and import authorizations and transport of psychotropic drugs.
- Evaluation and validation of Registrations of Pharmaceutical Establishments, Importation, Distribution and Operation.

Professional practice internship in a pharmacy- 07/2021 to 09/2021

Pharmacy, Algiers

- Aiding customers by compounding and/or dispensing prescription medications.
- Providing pharmaceutical information to healthcare professionals, monitoring customers' drug therapies to avoid interactions with other medications.
- Providing pharmaceutical expertise to customers on the safe use of medications.

Hospital Intern Pharmacist- 01/2021 to 07/2021

Lamine Debaghine University Hospital Center, Algiers

- Administrative duties
- Clinical service patient care.
- Drug distribution, drug control.
- Ensuring medication safety, and activities for quality and performance improvement