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| EXPERIENCE | **Managing Director**  Consulting Company  October 2018 - Current  Duties:   * Provision of strategic direction to the company * Setting the vision and objective and development of a project plan to achieve them. * Leadership and management of the company * Development of Quality Management System * Project Management and assisting clients in setting up compliant pharmaceutical wholesalers and distributors * Staff training and development in areas of quality * Validation and qualification of utilities including process and cleaning validation * GMP and GDP implementation and compliance * Lead and drive quality improvement projects * Setting up and development of a quality culture * Financial management and budget * Liaising with regulatory authorities to ensure that regulations and guidelines are implemented as prescribed * Medicine importing and exporting licensing * Providing support to local NGO on stock rotation and general stock management   **Quality Manager**  Fresenius Kabi Manufacturing  June 2017 - Current  Duties:   * Ensuring the qualification and maintenance of the department, premises and equipment * To ensure that the appropriate validations are done * Providing a training management system for the training of all staff * The approval and monitoring of contract manufacture and providers of other related outsourced activities * Management of the quality systems and related standard operating procedures * Participation in management reviews of process performance, product quality, and the quality management system and advocating continuous improvement * Participation in external audits and inspections to ensure a positive outcome * Responsible for internal audits and self-inspection programmes to ensure that FKMSA operates in compliance with both regulatory requirements and in-house standards, regarding current Good Manufacturing Practice * Ensure that appropriate management systems are in place for data related to deviations, process deviations, trending of deviations, OOT, OOS, Root Cause Analysis, CAPA, Change Control, Risk Assessments, Customer Complaints, PQR and all other quality data documents * Management of customer complaints from the market ensuring they are handled effectively and efficiently. This includes the investigation into causes, implementation of corrective/ preventative actions. In addition, the recording and trending of complaints data and issuing of reports * Ensure that GMP relevant documents (VMP, SMF, QM handbook) are up to date, implemented and followed * Provide a system for control of global documents and related training * Support and implement a risk-based approach in all aspects of the business that has an impact on product quality wherever necessary and feasible * Provide support during product recalls and mock recalls * Control and optimize the cost within the department * Continuously improve processes to introduce world class manufacturing practices within the business * Set quality and performance KPI’s for the department and monitor the departmental performance on a defined frequency * Identify opportunities for productivity and efficiency improvements * Management of all personnel in the department including disciplinary procedures * Recruitment of staff * Performance management evaluations * Ensure that all personnel in the department is developed and trained as required by the various job functions * Implementation of equity plan as set out in the employment Equity Policy   **Responsible Pharmacist**  Adcock Ingram Healthcare Port Elizabeth  January 2013 – May 2017  Duties:   * Ensure the monitoring, trending, reporting of deviations, change controls, customer complaints and implementation of CAPA as per Quality Management System procedures. * Manage human capital including pharmacist, pharmacist assistants, warehouse operators and general administration staff. * Staff training and development * Manage subcontractors namely ITT couriers, security, commercial cleaners and specialist’s pest control * Updating Technical Agreements between Adcock and contractors * Liaise with regulatory bodies including the Medicines Control Council, South African Pharmacy Council and the Department of Health regarding regulatory affairs and any matters pertaining to quality. * Represent the company in quality awareness workshops and discussions. * Manage and take full responsibility for external audits by regulatory authorities and third-party suppliers. * Conduct internal audits and propose process improvements * Lead Quality Management Reviews * Implementation of the change control system * Responsible for implementation and control of quality management system parameters namely deviations, change controls and corrective and preventive actions * Review of validation master plans and protocols * Responsible for conducting internal quality and compliance audits quarterly and assemble a task team to assist in closing the findings. * Ensure correct EMS system is established and maintained within required parameters. * Overall responsibility for qualification and validation of utilities and equipment as per the established protocols. * Ensure compliance and monitoring of product storage conditions. * Ensure adherence of implemented schedules for training, audits, SOP review, quality management review and risk management. * Responsible for Quality Management Review implementation * Manage Quality Risk Management and ensure site is informed of all quality risks and work with management team to mitigate these risks. * Prepare annual quality budget, manage budget and contain costs with the stipulated budget * Represent Adcock Ingram in a collaboration with Nelson Mandela Metropolitan University as part-time lecturer and research project supervisor. * Facilities temperature mapping with external consultants. * Cold room validation studies with external consultants * Root transport validation studies with external consultants. I have been involved in the set up and preparation of vehicles and the consultant’s role was to draft risk assessment and provide interpretation of data. * Project leader in the validation of the 2.5L cold chain insulated container * Part-time Lecturer of warehousing and distribution module to BPharm 4 students in collaboration between Adcock Ingram and Nelson Mandela University (2015 – 2017).   Reference: Thinus Maritz, Branch Manager, 082 561 5440  **Locum Pharmacist**  Clicks Pharmacies, MediRite Pharmacies Port Elizabeth  July 2012 – Current  Duties:   * Responsible for the day to day running of the pharmacy. * Dispensing scripted and over the counter medication. * Providing health information and advice to patients on the safe use of medicine.   Reference: Ross Heynes, Regional Manager, 0826914707  **Senior Manager: Quality Management**  QdotPharma/ Parexel Research Unit  January 2012 – June 2012  Duties:   * Management and leadership of the quality department in Port Elizabeth and George. * Responsibility as Quality Consultant to the Operations Heads, being the key point of contact between all departments to promote fitness of the systems and processes employed within the units to generate reliable, accurate and complete data and protect the wellbeing of trial participants during the conduct of clinical trials in accordance with applicable guidelines and regulations. * Provide coaching, mentoring and quality training to staff. * Manage a quality department budget. * Maintain a positive, results oriented work environment, building partnerships within the group and across the organization at large, modelling teamwork. * Implementation of Quality Management System.   Reference: Dr. Michelle Middle, CEO, 082 493 4621  **QA Manager & Deputy Responsible Pharmacist**  Aspen Centralised Warehouse  July 2008 – December 2011  Duties:   * Ensure that the site is informed and aware of all Quality Management Policies * Oversee and manage the Quality Management Review System * Conduct monthly internal quality assurance audits and quarterly vendor audits * Interact with South African Quality Institute on matters relating to quality * Interact with pharmaceutical regulatory authorities including Medicines Control Council and South African Pharmacy Council * Management of quality assurance and training budget * Monitor key performance areas for quality improvement purposes * Oversee training of standard operating procedures for the site * Development of a Good Distribution Practice guide for the site * Familiarize the Aspen warehouse to adherence with MHRA and FDA standards * Ensure that the site complies with regulations by establishing and maintaining a quality culture * Identify training needs for staff and addressing these needs through training interventions * Ensure compliance with Safety Health and Environment requirements * Monitor Validation Master Plan, review and authorize Validation Master Plan * Responsible for validation and calibration of utilities and critical devices for the site * Ensure that the changes to facilities and structure that can impact a validated system are controlled through a change control standard operating procedure * Compile and approve documents including standard operating procedures, work instructions and standard forms in QUMAS DocCompliance * Ensure process compliance by making use of QUMAS Process Compliance deviation management system, QUMAS Change control and CAPA * Stock control and monitor trends, chairing of weekly stock control meetings * Environmental Monitoring System control and reporting including Heat Ventilation and Air Conditioning (HVAC) * Chairman of the SHE committee * Responsible for liaising with key warehouse contracts including Pest Control, Cleaning & Housekeeping * Responsible for dealing with external auditors from MCC and SAPC. * Preparing and compiling responses arising from audits conducted by regulatory authorities including MCC and SAPC * Site coordinator for Pragma maintenance system * Compilation of Annual Narcotics Report and submitting to the MCC   Reference: Mr. Shane Thompson, Distribution Manager, shaneset@gmail.com  **DC Manager, QA Manager & Responsible Pharmacist** Pharmaceutical Healthcare Distributors  July 2006 – June 2008  Duties:   * Control of warehousing functions from receiving of goods to despatch to customers * Management of staff * Compilation of standard operating procedures and training staff on these procedures * Review operations performance for continual improvement * Environmental management system in the warehouse * Monthly stock counts for all products from various clients * Compliance with environmental, health and safety requirements * Liaison with clients and being audited quarterly by various pharmaceutical manufactures which PHD distributes on their behalf * Member of Health and Safety Committee, ensure relevant OHS act training and regulatory compliance * Conducting customer visits and attending to customer needs and requirements (Public Relations Officer) for PE area * Control of budget to ensure smooth running of the PHD PE facility   Reference: Dr Iain Barton, Executive Vice President Healthcare at Imperial Logistics, 0215512300  **Drug Information Pharmacist**  Metropolitan Health Group Cape Town  September 2005 – June 2006  Duties:   * Perform research on clinical queries relating to medicines * Provide clinical drug information advice to Drug Utilization Pharmacists * Compilation of evidence-based dossiers to allow the Drug & Therapeutics committee to make reimbursement decisions after the pharmaceutical manufacturer has requested that their drug be reimbursed by medical aid * Provide information on safety, efficacy and effectiveness of drugs to internal customers including medical advisors, pharmacists, team leaders and Drug & Therapeutics Committee   Reference: Fuad Salie, General Manager Netcare Parklands Hospital, 0312424000  **Warehouse Pharmacist**  United Pharmaceutical Distributors Cape Town  September 2004 – August 2005  Duties:   * Dispensing of S6 substances and maintenance of registers * Supervision of warehouse staff * Training and development of staff in standard operating procedures * Good warehouse practice and housekeeping   Reference: Name Surname, Position, Contact number/s  **Community Service Pharmacist & Consultant**  Mthatha & Port Elizabeth Pharmaceutical Depots  April 2003 – August 2004  Duties:   * Receiving of stock from suppliers * Supervising warehouse staff in picking/packaging and dispatch of medicines * Training of pharmacist assistants, Basics and Post-Basic * Direct involvement with union labour issues * Communicating with demanders (hospitals and clinics) * Meeting with representatives from pharmaceutical suppliers * Compliance with Good Warehousing Practice standards   Reference: Name Surname, Position, Contact number/s  **Pharmacist Intern**  Dora Nginza Hospital  January 2002 – December 2002  Duties:   * Dispensing of medicines to patients and counselling on the safe and effective use of medicines * Liaising with other healthcare professionals in clinics referral hospitals * Ward pharmacy including evaluation of patient prescriptions * Issuing of S6 medicines and balancing of registers * Stock control including ordering, issuing and participation in stock takes * As team leader supervising and training pharmacist assistants   Reference: Name Surname, Position, Contact number/s |
| EDUCATION | Logistics and Supply Chain Management, 2017 Wits University Postgraduate Diploma in HIV/AIDS Management, 2012 University of Stellenbosch Total Quality Management, 2010 University of South Africa Management Development Programme, 2006 University of Stellenbosch Business School Diploma Strategic Logistics Management, 2005 Damelin Management School Bpharm Degree, 2002 University of Port Elizabeth Matric, Year Kwamagxaki High school, Port Elizabeth, Eastern Cape |
| ACHIEVEMENTS | * Introduction of DocCompliance Electronic Document Management System at Aspen Centralized Warehouse. The system replaced paper based Standard Operating Procedures and Work Instructions * Development of a warehousing module and video for training purposes of Nelson Mandela University Pharmacy Students * Being appointed as a Congregation Deacon in 2014 * Establishment of the Complaints Action Group at Fresenius Kabi to track and trace and speedily resolve customer complaints. The group comprises of a multidisciplinary team of professionals within various departments within the organization. On arrival at the company some complaints were over 100 days and turnaround and response to customers now is within the 30 days stipulated in the standard operating procedure |