

# **RANA HABLI, MS Prof**

## **Contract Manufacturing Coordinator**

**Saida, Lebanon**

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Experienced in the industrial field. Skilled in the business development of an organization and ensuring the global distribution of its products by following dynamic tailored marketing aspects. Seeking to secure a challenging position in the Media industry where my diligent follow up practices would maximize the organisation's growth upon established benchmark metrics.

### **Education**

- **Masters in Pharmaceutical Industry, with Honors** (November 2015)  
Lebanese University, Faculty of Pharmacy - Beirut, Lebanon

*Main courses:* Pharmaceutical Industry and Technology, Pharmaceutical Marketing, Pharmacoeconomics, Pharmaceutical Management, Basic Pharmacology and Pharmacokinetics, Pharmaceuticals, Biostatistics, Biotechnology, Drug Regulatory Affairs, Communication Skills and Body Language.

- **License in Biochemistry** (July 2013)  
Lebanese University, Faculty of Science - Beirut, Lebanon

*Main courses:* Metabolic Biochemistry, Enzymology, General Immunology, Molecular Biology, Food Biochemistry, General Microbiology, Molecular Genetics, Statistics and Probability.

- **Baccalaureate Life Science, with Honors** (July 2010)  
Saint Joseph School – Saida

### **Experience**

- **Contract Manufacturing Coordinator** (October 2018 - Present)  
Arwan Pharmaceutical Industries S.A.L. - Jabra, Lebanon

Contract Manufacturing is a form of outsourcing that offers companies new opportunities to improve their bottom line by expanding their product portfolio and enter global markets.

### *Main Tasks:*

- Coordinating with the senior management and stakeholders to identify the products of interest to license-in or license-out.
- Assisting in Marketing data collection and Marketing study through coordinating with the Marketing department.
- Assessing Marketing budget plans and set annual and monthly forecasts.
- Performing a variety of research projects ranging from competitor analysis, affiliate tracking, and identifying contacts for potential partners.
- Searching out and evaluating multiple suppliers for the same product of interest in order to acquire the best offers, prices, quality and services.
- Reviewing, negotiating and assessing the Confidential Disclosure Agreements, the Contract Manufacturing Agreements and the Technical Agreements with the suppliers.
- Monitoring and completing contracts close-out, extension or renewal, as appropriate.
- Ensuring cross-functional communication and cooperation between all relevant parties to provide contract visibility and awareness.
- Maintaining fruitful and solid business relationship with suppliers to guarantee advantageous long-term benefits for companies.
- Benchmarking suppliers' performance and continuously following up with them in order to optimize timely services and deliveries of key projects.
- Establishing tailored partnering initiatives with the suppliers on a regular basis to sustain efficient business continuity.
- Ensuring that the contracts' clauses and operations are compliant to laws and international standards.
- Receiving/submitting registration files from/to providers/receivers.
- Assisting in the continued development and execution of integrated product launch plans and driving business by actively managing contract-related issue resolution, both internally and externally.

▪ **Planning Senior Officer** (June 2018 – October 2018)  
Arwan Pharmaceutical Industries S.A.L. - Jabra, Lebanon

▪ **Planning Officer** (July 2015 – June 2018)  
Arwan Pharmaceutical Industries S.A.L. - Jabra, Lebanon

Planning is a part of every person's life. Similarly, every organization needs to plan in order to be effective and productive.

## *Main Tasks:*

- *Marketing Analysis and Budgeting:*
  - Assessing the overall budget and sales forecasts for a group of markets.
  - Ensuring that the sales forecast is consistently updated and renewed upon the sales input.
  - Calculating the orders' quantities, values and receipt schedules related to yearly contracts.
  - Validating an appropriate manufacturing/packaging plan and communicating it with the relevant departments.
- *Inventory Monitoring:*
  - Monitoring an optimum stock level/coverage (such as raw materials, in-process products, semi-finished products, finished products, primary packaging materials, secondary packaging materials, and mixing accessories) on a regular basis, taking into account the inventory targets, product lead-time, markets' requirements and forecast's accuracy.
  - Identifying the gaps and constraints in the current supply and demand plans and proposing remedial actions that avoid stockouts.
- *Order Processing:*
  - Placing the orders with the suppliers as per set deadlines and products' requirements.
  - Optimizing shipment quantities, values and cost and ensuring that the terms (discounts, free goods, etc.) agreed upon with the suppliers are fully respected.
  - Following up with the suppliers to ensuring that orders are shipped as planned.
  - Following up and ensuring that all the payments are settled as per the agreed payment terms for all suppliers.
- *Cross functional Communication and Coordination:*
  - Coordinating the "on-time" delivery with the Technical and Marketing Departments.
  - Issuing Manufacturing, Labeling and Packaging Requests (once the materials requested are received, tested and approved), and submitting them to all the concerned departments to make sure that each will accomplish his own responsibility until the finished product is ready and released.
  - Tracking the orders' delivery to the distributors through communicating the dispatch information with the concerned departments.

## Internships

During my Masters studies, I have accomplished several educational internship sessions in different pharmaceutical industries and universities, which have provided me with great knowledge as well as skills' improvement.

These internships were oriented as the following:

▪ **Quality Assurance**, at:

Arwan Pharmaceutical Industries S.A.L. - Jabra, Lebanon

Introduced to the quality concepts adopted by the company, that ensure the compliance of the plant, products and quality functions' activities with the international guidelines (such as the Good Manufacturing Practices (GMP), Good Distribution Practices (GDP), World Health Organization (WHO), European Medicines Agency (EMA), etc).

▪ **Quality Control**, at:

- Arwan Pharmaceutical Industries S.A.L. - Jabra, Lebanon
- Benta Pharmaceutical Industries (B.P.I.) - Dbayeh, Lebanon
- Lebanese University, Faculty of Pharmacy - Beirut, Lebanon

Accomplished some practical experiments and performed several validated testing methods in the Chemistry and Microbiology Laboratories, ensuring that the materials used meet predefined international specifications (such as the United States Pharmacopeias (USP), European Pharmacopeias (EP), etc); all to guarantee that the quality, safety and efficacy of the drug products are always maintained.

▪ **Pharmaceutics**, at:

Saint Joseph University (USJ), Faculty of Pharmacy - Beirut, Lebanon

Exploited and applied the main procedures required in manufacturing several pharmaceutical forms of drug products (tablets, capsules, creams, etc), all according to international pharmacopeias.

▪ **Production**, at:

- Arwan Pharmaceutical Industries S.A.L. - Jabra, Lebanon
- Benta Pharmaceutical Industries (B.P.I.) - Dbayeh, Lebanon

Got familiar with the production and packaging process flow, the machines and equipments used, the drug composition and the areas' classification, all under aseptic conditions that prevent the cross contamination.

## Languages

- **Arabic:** The native language
- **French:** Fluent (*Diploma in DELF B2*), with excellent verbal and written communication skills
- **English:** Fluent, with excellent verbal and written communication skills

## Skills and Competencies

- Good understanding and vast knowledge about the pharmaceutical processing as well as industrial operations.
- Basic understanding of computer programs such as Microsoft Office Word, Excel, Power Point, as well as skills in internet navigation, social media sites, email systems, etc.
- Capability of decision making, critical thinking, strategic planning and organizing.
- Ability to lead, motivate and stimulate others to achieve goals and inspire changes and new challenges.
- Detailed oriented and ability to cope in a fast-paced and multi-tasking environment.
- Excellent interpersonal skills including ability to liaise, influence and interface with a variety of individuals both within and outside the company.
- Ability to prioritize tasks and manage projects in short and long term.
- Dealing with openness to new ideas and “adding-value” concepts.
- High energy level, proactivity and strong analytical skills.
- Willingness to learn and information seeking attitude.
- Strong, individual work-ethic with the ability to work independently and collaboratively with a team.