

# Jana Rahhal

Beirut, Lebanon

+961 76858017

[Jana.rahhal162@gmail.com](mailto:Jana.rahhal162@gmail.com)

## SUMMARY

A dynamic professional with 3+ years of experience in quality assurance of sterile and non-sterile pharmaceutical products. Proficient in quality standards including GMP, GSDP, GLP, GDP, and ISO9001 as well as risk management and audits programs.

## SKILLS

### Technical Skills:

- Advanced skills in Microsoft Office (word, excel, PowerPoint)
- Advanced in Bioinformatics Databases
- Knowledge in Chromeleon Software

### Soft Skills:

- Excellent communication, interpersonal and negotiation skills.
- Strong analytical and problem-solving abilities.
- Exceptional organizational and time-management skills
- Detail-oriented with a focus on accuracy and efficiency
- Excellent teamwork and collaboration skill

## WORK EXPERIENCE

### ● Senior QA Analyst Mar-2024 to Current

#### Mephico s.a.l, Beirut

- Ensure that a timely and effective communication and escalation process exists to raise quality issues to the appropriate levels of management.
- Monitor and ensure compliance with the requirements of GMP, ISO 9001:2015, GSDP, and GLP
- Maintain the quality documentation management system from SOPs creation to revision to archive.
- Perform root cause analysis and risk assessment for any non-conformity that is a suspect of hazard
- Conduct self-inspection on quality control and warehouse departments to monitor the implementation and compliance with GMP principles and to propose necessary corrective measures.
- Follow up on CAPA with related departments and periodically issue technical reports concerning all the notifications in QMS
- Implement new projects and follow-up equipment compliance
- Follow-up with all departments concerning their monthly KPI status reports and assist in the annual management review
- Conduct internal audit to ensure compliance with regulations and prepare quality audit reports.
- Assist in reviewing and revising quality contracts with external parties to ensure compliance with QMS standards
- Conduct training session for the staff on the best practices and new methods or norms adapted to enhance their skills and knowledge

### ● Quality Assurance Analyst April-2022 to Sep-2023

#### Serum Products, Beirut

- Participate in developing quality assurance plans by conducting hazard analyses, identifying critical control points and preventive measures, establishing critical limits, monitoring procedures, corrective actions, and verification procedures.
- Monitor and ensure compliance with the requirements of GMP, ISO 9001:2015, ISO 13485:2016, and ISO 15378:2017
- Conduct self-inspection periodically to ensure compliance with all regulations.
- Maintain a proper documentation for all documents as well as assist in reviewing these documents in accordance

- Participate in validation planning and projects as well as create, review, and approve validation documentation (projects and routine) in a timely manner

## EDUCATION

- **Lebanese University, Beirut Lebanon**  
Masters' Degree of Industrial Pharmacy, Faculty of Pharmacy, 2022
- **Lebanese University, Beirut Lebanon**  
Bachelor Degree of Biochemistry, Faculty of Sciences, 2020

## TRAINING AND CERTIFICATIONS

- **Certificate of completion of Internal Audit for Management Systems**  
AFNOR Middle East (ME) s.a.r.l
- **Good Clinical Practices GCP**  
NIDA National Institution on Drug Abuse
- **Certificate of completion of Purified Water generation PWG and Water for Injection WFI generation systems**  
Serum Products
- **Certificate of completion of Vanquish Core HPLC System Operations and Chromeleon Software**  
Bioteckno Research and Quality Solutions s.a.l
- **Certificate of completion of Occupational Safety and Health in Pharmaceutical Settings**  
Syndicate of pharmaceutical industries Lebanon
- **Third prize winner of the Young Entrepreneur Showdown (YES-NDU) competition**  
Department of management and marketing, faculty of business administration and economics, NDU University  
Zouk Mosbeh

## LANGUAGES

Arabic Native, Fluent in English, Conversational Proficient in French