

## *Curriculum Vitae*

### **Maryam Hanafiah**

#### **Personal Details**

Email: [maryam@pandashop.co.uk](mailto:maryam@pandashop.co.uk)

#### **Skills**

- Web development: HTML, CSS, PHP
- Linux/Unix, Bash
- MS Office, Documentum (CMS)
- Typing speed: 120 wpm
- Bioinformatics tools: PyMol, VMD, RasMol, AMBER, GROMACS, CHARMM, APBS, TreView, BLAST
- Statistical tools: SPSS
- Natural product extraction, aseptic technique, bacterial plating, MIC testing, immunoassays, using spectrophotometers and gel electrophoresis methods
- Analytical spectroscopy, NMR, PCR theory

#### **Work Experience**

**28 September 2011 – Present**

##### **Medicines and Healthcare products Regulatory Agency**

Expert Committee Support and Service Management

*Centralised Administrator*

I support European procedures for medicinal products authorised via the Centralised procedure.

Duties include:

- Archiving and circulation of timetables, reports and UK comments to EU member states and vice versa
- Monitoring dedicated mailboxes
- Ensuring accurate records and audit trails for all internal/external communications are kept
- Ensure strict timetable to licensing procedures are kept
- Handling UK opinions to draft European Commission Decisions

**7 January 2010 – 27 September 2011**

##### **Medicines and Healthcare products Regulatory Agency**

**Information Processing Unit**

*Scientific Classifier*

Duties include:

- Validating Type IB Minor and Type II Major variations to drug licences authorised nationally and via the Mutual Recognition Procedure
- Allocating cases for assessment
- Ensuring applications and documentation comply with current EU regulations and MHRA guidelines
- Liaising with pharmaceutical companies and departments within the agency to ensure that the fees are paid and the correct documentation is submitted
- Accurately processing and validating cases within tight deadlines, including urgent Batch

Specific Variations and Responses for Further Information

- Editing and indexing product licence dossier documentation, such as the Summary of Product Characteristics, to comply with EU guidelines and Special Mail 5

### **23 May 2010 – 23 May 2011**

#### **Horniman Museum and Gardens**

Learning Programme

*Engage Volunteer*

Duties include:

- Assisting visitors in the Gardens and the Nature Base
- Assisting with Discovery for All sessions
- Facilitating specimen handling, and teaching visitors about specimens at the Object Handling Desk

Other activities:

- Gave tours of the Wildlife Garden during the World City – Music Village Festival held on 4 July 2010

### **July-August 2008**

#### **Viscion Media (Singapore)**

BeautyBlackBook and Smitten Magazine

*Beauty Intern*

Duties include:

- Supporting the editor and editorial team
- Writing reviews of beauty and non-beauty related products and services
- Writing summaries and reports of daily world headlines and other news items for a women's newspaper
- Representing the magazine at events and product launches
- Conducting interviews for articles
- Administrative duties: handling telephone calls, reception duty, liaising with external companies, handling incoming and outgoing mail, data entry

### **May-August 2007**

#### **Royal Botanic Gardens, Kew**

Centre for Economic Botany (Sustainable Uses Group)

*Intern*

Duties include:

- Organising photographs for a Chinese medicines book
- Digitising *Cinchona* museum specimens by photographing and editing the images in Photoshop for a project on the history of *Cinchona*
- Updating a database with historical articles and documents about *Cinchona* and cross-referencing them with specimens and images in the collection
- Photographing and assisting with other collections: the Japanese paper collection, the *Aloe* collection, a collection of wooden toys
- Administrative tasks such as temperature recording
- Updating the Ethnomedica database

### **August 2004-January 2006**

**Kawai Music School**

*Piano teacher*

I taught piano and music theory to children.