

Gulf and World Traders Entrance 1  
Service Department, Al Garhoud  
Dubai, UAE-5527  
04-2822653/04-2823601

11-08-2023

To Whom It May Concern

Ann Stephy Kolangara has been employed by Gulf and World Traders from 11th November 2018 till date, with contractual 40 working hours per week.

During Ann Stephy Kolangara's employment, she held the following full-time position:  
Position 1: Regulatory affairs Pharmacist 11/2018 –Till date.

The following main duties are performed on a daily basis by Ann Stephy Kolangara in the position of Regulatory affairs Pharmacist:

- Ensure product compliance with regulatory & quality standards as per Ministry of Health and GMP
- Collaborating with research and development team to provide input on regulatory requirements during the launch of new products
- Develop and execute regulatory strategies to support the registration and maintenance of pharma products
- Review product labelling and promotional materials

- Ensures timely renewal of drug store license, Expiry management, waste disposal Process and Import-Export approvals with regulatory bodies.
- Supervising and coordinating the work of Regulatory interns and Pharmasales persons
- Conduct audits and inspections to access adherence to quality standards.
- Provide training and guidance to other staffs in regards to regulatory and quality guidelines

Ann Stephy Kolangara' current monthly salary is 8000 united arab emirate dirhams.

Should you require any further information, please do not hesitate to contact me.

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