

APT. KIKI RISKI AMELIA, S.Farm

Pharmacist | Regulatory Affairs & Formulation | Data Analyst | Researcher | Teacher | Marketing
Yogyakarta, Indonesia | kikiriskiameliaa@gmail.com | +62 823-5887-7517 | linkedin.com/in/kikiriskiamelia25

PROFESSIONAL SUMMARY

Pharmacist with hands-on experience in Research & Development and Regulatory Affairs for pharmaceutical and cosmetic products, covering formulation development, product testing, and registration processes in compliance with BPOM regulations. Skilled in cross-functional coordination, technical documentation, and problem-solving under regulatory deadlines. Also brings complementary experience as a data analyst, educator, and marketing/content support. Approachable, detail-oriented, and committed to delivering safe, high-quality, and standard-compliant products, both independently and within teams.

WORK EXPERIENCE

Regulatory Affairs Consultant (Cosmetics & Drug)

Februari 2025– Present

Freelancer

- Handled end-to-end pharmaceutical and cosmetic product registration and licensing with BPOM, including new registration, variation, and renewal submissions
- Prepared, compiled, and reviewed technical dossiers and supporting documents to ensure completeness and accuracy prior to submission
- Ensured product compliance with prevailing regulations and reviewed labels, artwork, and promotional materials before release
- Coordinated cross-functionally with R&D, QA/QC, marketing, and clients to align on documentation and timelines
- Managed halal certification registration process, including document preparation and coordination with certifying bodies
- Tracked and interpreted updates to BPOM and halal regulations, advising clients on required actions to maintain compliance
- Communicated directly with BPOM officers and clients to resolve registration queries and expedite approvals

Spv. Formulation (Cosmetics)

January 2023 – Oktober 2024

CV.Rama Boreneo Sejahtera

- Conducted cosmetic formulation research, formulation trials, and quality control testing for new product development
- Led and supervised the formulation team in developing new cosmetic products from concept to trial batch
- Reviewed and approved formulation trials, stability testing, and quality control results prior to scale-up
- Directed pre-formulation studies and ingredient selection to meet product performance and regulatory requirements
- Coordinated with QA/QC, production, and R&D teams to ensure smooth scale-up from laboratory to pilot/production batch
- Reported formulation progress and product development status to management

Formulation R&D Staff

October 2021 – November 2022

PT. Nova Chemie Utama, Jakarta Timur

- Conducted pre-formulation studies and formulation development for new drug products from concept to trial batch
- Performed formulation trials, stability testing, and quality control evaluation to determine product feasibility and shelf-life
- Collaborated with QA/QC and production teams to scale up formulations from laboratory to pilot/production batch
- Reviewed batch records for compliance and prepared CAPA (Corrective and Preventive Action) reports for deviations
- Compiled technical documentation and formulation reports in accordance with GMP standards
- Sourced and evaluated raw materials and suppliers to support cost-effective and compliant formulation development

Vaccine Study Pharmacy Officer

August 2021 – October 2021

Sleep Disorder Clinic, Samarinda

- Prepared and maintained clinical research documentation to ensure vaccine administration complied with study protocols and regulations
- Monitored, recorded, and reported side effects/adverse events in line with pharmacovigilance and GCP standards
- Coordinated with the clinical research team to ensure accurate data collection and protocol adherence
- Delivered vaccine education sessions to healthcare workers and the community at local health centers (Puskesmas)

Private Tutor**November 2022 – Present***Freelancer*

- Delivered personalized, one-on-one and small-group tutoring aligned with UKMPPAI pharmacist competency exam guidelines
- Designed and developed customized learning materials, practice questions, and study plans tailored to individual student needs
- Built and maintained a UKMPPAI preparation CBT (computer-based test) website, including question bank creation and updates
- Evaluated student progress through mock exams and provided constructive feedback to improve exam readiness
- Managed scheduling, communication, and administrative follow-up with students to ensure consistent learning progress

Pharmacy Assistant**February 2020 – June 2020***Sleep Disorder Clinic, Samarinda*

- Compounded and dispensed medications accurately based on physician prescriptions
- Verified prescriptions for correct dosage and potential drug interactions prior to dispensing
- Counseled patients on proper medication use, dosage, and possible side effects to improve therapy adherence
- Managed pharmacy inventory, stock rotation, and proper storage of medications
- Helped identify and prevent prescription and dosage errors through careful double-checking procedures

Private Tutor (Elementary to High School)**January 2017 – Present***Freelancer (King of Knowledge, Bintang Pelajar)*

- Provided personalized tutoring based on student needs and curriculum
- Developed and delivered tailored learning materials
- Helped students improve understanding and academic performance
- Conducted regular assessments and progress reports
- Applied interactive and engaging teaching methods

EDUCATION

Pharmacist Profession Program (Apothecary)**2020 – 2021***University of Islamic Indonesia, Yogyakarta, Indonesia — GPA 3.65***Bachelor of Pharmacy****2016 – 2020***University of Mulawarman, Samarinda, Indonesia — GPA 3.80***SKILLS**

- Social media management & content creation (Instagram, TikTok)
- Customer service & chat handling, including AI-assisted tools
- Communication with partners, influencers, and cross-functional teams
- Data input, management & analysis (Excel, SPSS, Microsoft Office)
- Basic research, testing & reporting
- Fast learner, adaptable, independent, detail-oriented and honest
- Drug formulation & pharmaceutical documentation

CERTIFICATIONS

- GCP (Good Clinical Practice) Certification
- Introduction to the QC Supervisor Profession
- Introduction to Regulatory Affairs Profession
- Introduction to Halal and Registration Profession

AWARDS

- 1st Place, National Debate Competition Eurycoma, Mulawarman University (UNMUL), 2017
- 3rd Place, National Scientific Writing Competition (LKTI) Prescription, Hasanuddin University (UNHAS), 2018
- 3rd Place, Eurycoma National Essay Competition, UNMUL, 2018
- Top 6 Anti-Drug Ambassadors of Samarinda City, 2019

ORGANIZATION

- Coordinator, Faculty of Pharmacy's Passion and Anniversary Secretariat
- Head of Administration and Household Bureau, Pharmacy Student Executive Board
- Steering Committee, Eurycoma National Secretariat

PUBLICATIONS

- Interaksi Metformin dan Perasan Jahe Terhadap Kadar Glukosa Darah dan Organ Mencit Diabetes (published)
- Correlation Between In-Silico Testing and In-Vivo Testing of Derivative Compounds Naphthoquinone and Metformin and Their Molecular Mechanisms of Action as Antidiabetic (published)
- Interaksi Metformin dan Ekstrak Bawang Dayak Terhadap Kadar Glukosa Darah dan Histopatologi Diabetes (on-going)

HOBBIES

Reading, teaching, watching drama, design