



NURHADIS

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EXECUTIVE SUMMARY

Pharmacy graduate with a GPA of 3.70/4.00 (Cum Laude) with hands-on experience in administration, inventory monitoring, documentation, operational coordination, and reporting within pharmaceutical distribution, healthcare, and QA/QC environments. Experienced in monitoring product and material availability, maintaining accurate records, preparing documentation, coordinating operational activities, and following up on outstanding tasks. Familiar with inventory control, FIFO/FEFO, SOP compliance, GDP/CDOB, and quality documentation, with strong proficiency in Microsoft Excel, Word, and PowerPoint. Detail-oriented, organized, responsive, and proactive, with strong communication and problem-solving skills and the ability to work effectively with targets, schedules, and deadlines. Highly motivated to contribute to purchasing administration, Purchase Order processing, procurement support, supplier coordination, and purchasing status monitoring

EDUCATION

Bachelor of Pharmacy

Universitas Singaperbangsa Karawang (GPA 3.70/4.00)

Agt 2022 - Jun 2026

- **Final Research Project:** The Role of Medication Adherence as a Mediator in the Relationship Between Health Literacy and Quality of Life Among Hypertensive Patients at Clinic X, Karawang.
- **Scientific Publications (2):** Marine-Derived Chitosan Biopolymers as Antibacterial Agents: A Review (Sinta 4), Comparative Potential of Antibacterial Activity of Marine Plants for the Development of Natural Antimicrobial Agents: A Review (SINTA 4)

WORK EXPERIENCE

Quality Assurance Intern (PT Glow Industri Herbal Care, Cikarang)

Mei 2026- Present

- Supported daily administrative and operational activities across Production, QC, R&D, and Warehouse, ensuring activities and documentation were completed accurately according to established procedures and schedules.
- Prepared, reviewed, revised, and maintained SOPs, Work Instructions, Protap, forms, logbooks, specifications, and operational records, ensuring organized and accurate document control.
- Conducted monitoring and checking of production, laboratory, warehouse, and R&D areas, including material status, storage conditions, documentation completeness, and operational requirements.
- Identified discrepancies and operational gaps, documented findings, and followed up on corrective actions and pending items with relevant departments to support timely resolution.
- Coordinated with Production, QC, R&D, and Warehouse teams to collect, verify, and update information, ensuring effective two-way communication and completion of required activities.
- Prepared and updated monitoring records, daily reports, and supporting documentation, including data collection and status tracking for operational and quality-related activities.
- Utilized Microsoft Excel and Word for data recording, monitoring, reporting, and documentation, while maintaining accuracy, organization, and compliance with SOPs, GMP/CPKB, and GDP/CDOB requirements.

Pharmaceutical Distribution Intern (PT HAS Putera Harapan Karawang)

April 2025- Mei 2025

- Supported administrative and operational activities related to pharmaceutical distribution, including order processing, inventory monitoring, product preparation, and documentation.
- Assisted in checking product availability, quantities, batch numbers, and expiry dates to ensure order requirements were fulfilled accurately.
- Supported inventory control and stock monitoring using FIFO/FEFO principles and maintained accurate records of product movement.
- Prepared and organized distribution documents, order records, and supporting administrative documents to maintain traceability and completeness of records.
- Assisted in monitoring order fulfillment and product delivery schedules, ensuring products were prepared and dispatched according to requirements.
- Coordinated with internal personnel to follow up on product availability, order requirements, and distribution activities and resolve discrepancies when identified.
- Utilized Microsoft Excel and Word for data recording, monitoring, documentation, and reporting while maintaining compliance with GDP/CDOB and company SOPs

- Supported daily production and administrative activities, including process monitoring, documentation, and verification of production requirements according to established procedures.
- Assisted in checking raw materials, production requirements, and supporting documents prior to and during manufacturing activities to ensure completeness and accuracy.
- Conducted routine process monitoring and in-process checks, accurately recording results to support operational monitoring and product traceability.
- Prepared, maintained, and updated Batch Manufacturing Records (BMR) and supporting production documents, ensuring records were complete, accurate, and properly organized.
- Monitored production activities and documentation status, identified discrepancies, and supported follow-up actions to ensure timely resolution.
- Coordinated with Production and QA teams to verify information, communicate process requirements, clarify discrepancies, and ensure completion of required documentation.
- Maintained accurate records and supported reporting and data monitoring in accordance with CPOB/GMP, company SOPs, and established quality requirements.

RESEARCH & LABORATORY EXPERIENCE

Development of Blue Swimming Crab Shell Waste and Bovine Collagen Gel for Burn Wound Regeneration (2025)

- Conducted formulation development of a semisolid pharmaceutical gel using chitosan derived from blue swimming crab shell waste and bovine collagen through laboratory-scale formulation trials.
- Designed and performed formulation trials by preparing different formulation compositions and evaluating their physical characteristics to determine the most suitable formulation.
- Conducted physicochemical evaluation of developed formulations, including organoleptic characteristics, homogeneity, pH, viscosity, spreadability, adhesiveness, and stability observation.
- Compared formulation characteristics and experimental results to support formula optimization and selection of the appropriate formulation.
- Performed stability observation to monitor changes in physical characteristics and product performance during the evaluation period.
- Conducted laboratory preparation, sample handling, testing, data recording, and documentation systematically in accordance with established laboratory procedures.
- Collected, processed, analyzed, and interpreted experimental data to evaluate formulation performance and product quality.
- Conducted in-vivo evaluation using a burn wound model in rats to assess the effectiveness and performance of the developed formulation.
- Prepared technical reports, research documentation, and presentation materials to communicate formulation development results and conclusions.

YOSTA (Yoghurt with Limonia acidissima Extract)

2024

- Participated in laboratory-scale product formulation and development through ingredient selection and optimization of Limonia acidissima extract concentration.
- Conducted formulation trials to obtain a product with suitable physical characteristics, appearance, consistency, and acceptability.
- Performed physicochemical evaluation including organoleptic characteristics, pH, viscosity, and stability observation to assess product quality.
- Compared and interpreted formulation trial results to support product optimization and formulation selection.
- Recorded experimental data, maintained research documentation, and prepared technical reports to support product development and evaluation.

Pharmaceutics Laboratory Assistant

2024 & 2026

- Supervised and guided 70+ students during pharmaceutical technology practical sessions involving formulation, sample preparation, physicochemical testing, laboratory equipment operation, data recording, and result evaluation.
- Supported pharmaceutical formulation practicals by preparing raw materials, equipment, samples, and laboratory work areas before experimental activities.
- Assisted students in performing formulation procedures and evaluating product characteristics according to established laboratory procedures and GLP.
- Monitored practical activities, reviewed experimental results, and ensured accurate recording and documentation of laboratory data.
- Operated and supported the use of pharmaceutical laboratory instruments for pH, viscosity, physical evaluation, and other product quality assessments.
- Assisted in identifying experimental issues and explaining appropriate laboratory procedures to ensure accurate and reproducible results.

- Supervised 70+ students during tablet and capsule formulation practicals covering granulation, tablet compression, and physicochemical quality evaluation.
- Supported preparation and execution of formulation trials, including weighing, mixing, granulation, drying, compression, and evaluation of finished tablets.
- Assisted in evaluating tablet quality through hardness, friability, disintegration, dissolution, weight variation, and other physicochemical tests.
- Monitored laboratory activities and ensured procedures, equipment use, data recording, and documentation followed established laboratory SOPs and GLP

ORGANIZATIONAL EXPERIENCE

Student Legislative Board (Commission B)

Jul 2024 - Feb 2025

- Established partnerships and maintained relationships with external organizations to support academic and professional programs.
- Coordinated events and communicated with internal and external stakeholders.

Pharmacy Student Association (Department of External Public Relations)

Jan 2023 - Jun 2024

- Monitored and evaluated organizational programs while coordinating with multiple stakeholders.
- Developed communication, teamwork, problem-solving, and coordination skills through organizational activities,

CORE COMPETENCIES

- Purchasing & Procurement Administration
- Purchase Order (PO) Administration
- Inventory & Material Monitoring
- Order & Delivery Tracking
- Supplier & Internal Coordination
- Follow-up & Status Monitoring
- Documentation & Record Management
- Daily Reporting & Data Monitoring
- Microsoft Excel & Google Sheets
- Data Entry & Data Verification
- Stock Control & FIFO/FEFO
- SOP & Documentation Compliance
- Communication & Negotiation
- Problem Solving
- Time Management & Deadline Management
- Attention to Detail