

JACKY SIMBOH

Apothecary

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Registered **Pharmacist** with professional experience in hospital pharmacy and banking, bringing a strong foundation in **regulatory compliance, quality awareness, and SOP-driven operations** within highly regulated environments. Demonstrated ability to work with high accuracy, structured documentation, and risk-sensitive processes. Hospital experience includes involvement in **pharmaceutical services, quality monitoring, and compliance with BPOM and Ministry of Health regulations**, while banking experience as a Teller strengthened skills in attention to detail, data accuracy, integrity, and procedural discipline. Currently seeking to transition into the **pharmaceutical industry**, with strong interest in roles related to **Quality Assurance, Regulatory Affairs, Production, or product-related functions**, where regulatory knowledge, process control, and cross-industry discipline can add value.

WORK EXPERIENCE

MAYAPADA HOSPITAL – Bogor, Indonesia

Supporting Pharmacist – Outpatient Pharmacy

Sept 2025 – Present

- Provided patient counseling to ensure proper medication use, adherence, and understanding of therapy.
- Conducted medication review to identify potential drug-related problems and support safe, effective treatment.
- Managed **stock control and inventory monitoring**, ensuring product availability and compliance with storage requirements.
- Performed **quality supervision and quality control activities** to ensure medicines met hospital quality standards, storage requirements, and safe distribution practices.
- **Maintained accurate** pharmaceutical documentation to support compliance, audit readiness, and service quality.

ST. CAROLUS HOSPITAL, PRIMARY CLINIC KLENDER – Jakarta, Indonesia

Pharmacist in charge

(Aug 2024 – Aug 2025)

- Ensured continuous **regulatory compliance** of pharmaceutical operations with BPOM and Ministry of Health (Permenkes) requirements
- Prepared, reviewed, and maintained **regulatory and quality documentation** in accordance with **Good Documentation Practice (GDP)**
- Developed, implemented, and controlled **Standard Operating Procedures (SOPs)** to support compliance and operational consistency
- Acted as **Person in Charge during regulatory inspections**, ensuring **inspection readiness**, document traceability, and timely responses
- Managed **controlled drug documentation and reporting** (narcotics, psychotropics, precursors) with high accuracy and compliance
- Conducted **compliance monitoring** of pharmaceutical processes and identified potential gaps or risks
- Supported audit activities by organizing evidence records, compliance files, and **corrective action documentation (CAPA – basic level)**
- Coordinated cross-functionally with healthcare staff, distributors, and regulators to ensure compliant pharmaceutical operations

PT. BANK CENTRAL ASIA, Tbk – Jakarta, Indonesia

Frontliner

(Oct 2022 – Oct 2023)

- Maintained high standards of **data accuracy, compliance, and documentation** in daily financial operations.

- Ensured strict adherence to internal SOPs, regulatory policies, and audit requirements.
- Supported audit and compliance processes through structured record keeping and reporting discipline.
- Strengthened attention to detail, risk awareness, and process compliance applicable to regulated industries.

SKILLS

- **Communication**
Committed to fostering open dialogue, promoting understanding and achieving goals through effective communication
- **Teamwork**
Demonstrated ability to work effectively between teams and maintaining positive dynamics
- **Leadership**
Lead by example, motivate your team, and foster a cooperative and fruitful work atmosphere.
- **Microsoft Office**
Ms. Word, Ms Excel. Ms. Power Point

EDUCATION

UNIVERSITAS 17 AGUSTUS 1945 JAKARTA

Apothecary

(Jan 2020 – Aug 2023)

UNIVERSITAS KRISTEN INDONESIA di TOMOHON

Pharmacy

(Aug 2016 – Dec 2019)

ORGANIZATION

KOMISI PELAYANAN REMAJA GMIM WINALIAN WALIAN 1

Chief

(July 2022 – July 2023)

- Plan and lead commission meetings, establish the agenda, and make sure that all organization members are informed in a timely and clear manner.
- Effective communication helps individuals express their wants, goals, and contributions to others and fosters a sense of belonging and community.

KOMISI PELAYANAN ANAK GMIM IMANUEL WALIAN

Secretary

(Jan 2018 – Dec 2021)

- effectively put in place a sound administrative system and possess the ability to effectively arrange schedules and documents