# DIANA MANKAR

Regulatory Affairs Executive

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Killabunder Road, Vasai (W), Mumbai, India


## PROFESSIONAL SUMMARY


I am a detail oriented regulatory affairs professional with 3 years of experience in ensuring compliance with local and international regulations. I have a proven track record of successfully leading regulatory submissions and managing product registrations. I am eager to leverage expertise in a challenging regulatory affairs role to contribute to organisational growth and regulatory compliance excellence.


## EDUCATION

**Ramnarain Ruia Autonomous College**

Master of Science | 2018 - 2020

- Specialization in Analytical Chemistry | 9.50 CGPA (80.17%)

**Sophia College for Women**

Bachelor of Science | 2015 - 2018

- Specialization in Chemistry | 7.00 CGPA (82.00%)

## SKILLS

**Technical Skills**

- Strong organizational and time management skills. Exceptional communication and interpersonal skills. Ability to work independently and as a part of the team.

**Tools/Sofware**

- eCTD Software, CDSCO, LIMS, MS Excel.

**Languages**

- English (Fluent) Marathi (Fluent) Hindi (Fluent)

## CERTIFICATIONS

- **Instructional Design:** The Complete Instructional Designer Course by John Hinchcliffe | May 2024
- **Regulatory Affairs:** Certificate Course in Drug Regulatory Affairs by Dr. Sachin Potawale | March 2024

## PROFESSIONAL EXPERIENCE

**Regulatory Affairs Executive**

Glow Pharma Pvt. Ltd. | Nov 2023 - Present

**Cosmetics:**

- Compilation of Documents for registration certificate of cosmetic products to the CDSCO authorities.
- Checking & editing artworks as per Cosmetic guidelines.
- Proofreading documents required for registration including Certificate of Analysis, Certificate of Ingredients, Dermatology Test reports.
- Co-ordinating with third party manufacturing companies for documents and changes required as per the guidelines.
- Checking Trademark status.

**Pharmaceutics:**

- Checking Artworks as per FDA & CDSCO guidelines.
- Dossier Preparation (Turkmenistan).
- Preparing Material Safety Data Sheet.
- Planning & coordinating with cross functional teams for documents.

**Regulatory Affairs Executive**

Ideal Cures Pvt. Ltd. | Nov 2021 - Oct 2023

**Excipients:**

- Dossier preparation in eCTD software (Only excipients)
- Laboratory Information Management System (LIMS): Preparation of Specification & Certificate of Analysis.
- Filling & sharing Agreements, Declaration letters, Regulatory Certificates with the customers.
- Vendor Qualification Documents, Product Regulatory Data Sheet (PRDS), Material Safety Data Sheet and product specific documents.