

Roula KARDOUS

Lead/Certified Auditor (IRCA), PMP, Bachelor
Audit and Consulting

EXPERIENCE

2021 (8 years - current job)	Experienced Manager Al Inaya Drugstore Quality and Audit Department <ul style="list-style-type: none">- Implementation of ISO standards, GSDP, EEA pharma regulations- Management of quality department- Consulting for management systems, best practices- Planning and providing adequate ISO training sessions- Auditing for management systems- Monitoring and reporting Quality KPIs- Managing release process for pharma products- Leading quality risks assessments programmes- Monitoring of the company's objectives and strategy- Review and approval of Calibration and Validation reports
2012 (2 years)	Executive Al Inaya Drugstore Administration and human resources <ul style="list-style-type: none">- Ensuring compliance with local health regulations- Implementing company strategy- Preparing periodical report for the suppliers (Roche, AstraZeneca, Servier, Janssen, NovoNordisk, Algorithm)- Organisation of periodic meetings- Analysis of performance reports- Study and setup of adequate training sessions
2009 (1 year)	Assistant Al Inaya Drugstore Sales Management <ul style="list-style-type: none">- Managing and control of daily orders and shipments- Coordinating with Distribution department for best coverage and service- Managing of salesmen plans and monitoring of performance; CRM reporting- Acting as intermediary for accounting, distribution, sales and customers; management of subcontracting activities
2008 (2 years)	Accountant and Cashier Al Inaya Drugstore Responsible for inventory transactions (invoicing, transfers and shipment); cash keeper; preparation of financial reports; accounting
2007 (2 years)	Accountant and Store Responsible Commercial Engineering Agencies (Syria) Preparation of accounting posts (receivables, payables, invoicing, inventory); management of daily cash transactions; performing bank reconciliation exercise

QUALIFICATION

2020	Lead/Certified Auditor <ul style="list-style-type: none">- International Register of Certificated Auditors (IRCA)- ISO 9001:2015
2013	Project Management Professional (PMP)® <ul style="list-style-type: none">- Project Management Institute (PMI)
2006	Bachelor degree in Economic <ul style="list-style-type: none">- Damascus University
2009 - 2019	Courses attended Leadership; Time Management; Communication skills; Teamwork; Leading in Transformation; Managing Diversity; Leading effectively in crises; Adapting to changes ,PV training, etc



PROFILE

35 years, Syrian

An excellent team leader with more than 15 years experience. Highly responsible person with good organisational, analytical and problem-solving skills. Possesses good communication skills to present solutions in a clear and articulate manner. Qualified to assess businesses' compliance with international standards.

CONTACT DETAILS



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SKILLS



- English
- French
- Arabic



Bureaucratic: Microsoft Office, Google Suite

ERP: Sage

INTERESTS

- Music (pianist)
- Sports (tennis)
- Traveling