Curriculum vitae

[Lbin.367881@2freemail.com](mailto:Lbin.367881@2freemail.com)

**Objective:**

To be part of a dynamic organization where I may get the chance to utilize and expand my academic knowledge, experience and contribute towards growth and development of the organization through hard and smart work and to become a value addition to the organization.

**Professional Experience:1**

**Icon Clinical Research, Trivandrum**

**Clinical Data Coordinator II**

**Jul2015 to Till date**

* Daily review for data accuracy and consistency.
* Verify site data entry according to schedule
* Ensure that all steps prior to locking the database are complete, utilizing a CDM check list
* Patient/ Visit/ Forms Locking activity at Interim & Final Database Lock
* Perform all clinical data management activities on assigned projects
* Reconciliation of all vendor data with clinical data base and assuring the data quality
* Also perform Quality review for the assigned studies.
* Issue queries / discrepancies and close queries; create / send discrepancy notifications to sites
* Generate manual queries based upon findings from the listings and reports
* Data validation
* Performing UAT
* Working on different database like OCRDC,Inform,Rave,Datatrack.
* Work as a POC, lead the team and coordinate with other team members on various study related activities.

**Professional Experience:2**

**Accenture Services Pvt Ltd, Chennai,India**

**Query Editor (DEAL-EAGLE)**

**JAN 2014- to JUL 2015**

**Data Management Analyst:**

* Daily review for data accuracy and consistency.
* Work as a SPOC (single point of contact) with the onshore team on multiple projects.
* Verify site data entry according to schedule
* Issue queries / discrepancies and close queries; create / send discrepancy notifications to sites
* Generate manual queries based upon findings from the listings and reports
* Manage data review and cleaning timelines
* Process new data / discrepancies from all studies in a first in, first out model
* Complete DB ‘pre-lock’ checklist; verify that all queries have been received from the sites and resolved
* Reconciliation of all vendor data with clinical data base

**Professional Experience:3**

**PAREXEL International, Hyderabad, India**

**Clinical Data Analyst I**

**Sep-2011 – Dec-2013**

* Identification of data discrepancies via computerized edit checks and manual data checks.
* Study Status & DM Reports
* Comprehensive Data review by using SAS Dataset/output or Listing/Reports
* Auto-queries- handled solely and mentored & trained resources on this activity.
* Study documentations & maintaining binders.
* Ensure that all steps prior to locking the database are complete, utilizing a CDM check list
* Patient/ Visit/ Forms Locking activity at Interim & Final Database Lock
* Daily review for data accuracy and consistency.
* Perform all clinical data management activities on assigned projects.
* Key activities include data validation, generation and resolving of queries, reconciliation of safety and Vendor data and updating trackers on ongoing basis.
* Work to the appropriate standards of quality and efficiency and follow up with the issues till resolution.
* Understand and comply with core procedures and working instructions.
* Develop and maintain good communications and working relationships with CDM team

**Professional Experience:4**

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| **Designation** | **Company** | **Duration** |
| **Clinical Research Coordinator** | **Baby Memorial Hospital(Calicut)** | **01/01/08 to 31/08/08 (8-months)** |

**Responsibilities:**

* Managing the daily activities of research study and to conduct the study which is compliance with the protocol federal regulations & institutional policies
* Reviewing the subject eligibility requirements, recruiting the subjects and conducting the visits.
* Scheduling the subject visits to ensure 100% subject compliance and safety.
* Administering the informed consent and conducting the informed consent process
* Ensuring that projected laboratory procedures are conducted according to the SOPs.
* Coordinating all activities related to shipping samples to labs courier services.
* Documenting all records in written, electronic, magnetic and optical records, scans, X-rays and ECGs to meet ICH GCP guidelines.
* Filling the source data into the Case Report Form.
* Reviewing the CRF entries preparing the documents for the monitoring as well as Auditing as per the ICH GCP Guidelines, Maintaining all study related logs.
* Working with monitor during monitoring visits, Reporting SAE’s
* Assistance in resolving all queries that the monitor may bring to attention.
* Making sure that protocol, IB, Informed consent form and other trial related documents and their amendments are reviewed and approved by ethics committee.
* Adhered to strict project time lines.

**Professional Experience:5**

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| **Designation** | **Company** | **Duration** |
| **Project Trainee** | **Dr.Reddy’s Laboratories Limited.** | **24/04/10 to 20/08/10 (4-months)** |

**Project title**

Project in clinical quality assurance in clinical research department of Global Medical Affairs

**Responsibilities**

* Preparing presentations for the clinical trial sites on GCP
* Assisting in preparation of the SOPs

**Education:**

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| --- | --- | --- | --- | --- |
| **Educational Qualifications** | **Name of the Institution** | **Board** | **Year of Passing** | **Percentage (%)** |
| **Msc.Clinical Research** | **Institute of Clinical Research (India)Bangalore** | **Cranfield (UK)** | **2010** | **63%** |
| **PG. diploma in Clinical Research management** | **Institute of Clinical Research (India)Bangalore** | **Institute of Clinical Research (India** | **2009** | **78 %** |
| **Bsc. Medical Microbiology** | **School of Medical Education**  **Kerala** | **Mahatma Gandhi University Kerala** | **2007** | **61.8%** |
| **+2 SCIENCE( 10+2 )** | **St Sebastian’s Higher Secondary School Kerala** | **Board of Secondary Education ,Kerala** | **2003** | **65.5%** |
| **Matriculation (10th)** | **Dayapuram Residential School, Kerala** | **Central Board of Secondary Education,India** | **2001** | **61.8%** |

**Additional experience.:**

Have hands on experience and Expertise in MS office ,MS outlook and different database.

**Personal information:**

Nationality: Indian

D O B: 28/07/1984

Marital status: Married