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| **Name: Swathi Allaka** | **Address for Communication:** |
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| **Mobile: +**91-7093565829 | Hyderabad, 500081. |

**Career Objective:**

To work in a challenging environment where I can effectively contribute my skills to achieve both the organizational and career growth by delivering work of high quality & standard.

# Current work Experience:

* Current Organization: Cognizant technology solutions
* Designation : Junior Data Analyst
* Duration : Oct 2020 to Mar 2023

# Domain Skills:

* Hands on experience on ARGUS Global Database: version 8
* Appreciable understanding of concepts related to Adverse events, expedited cases, Report scheduling.
* Clinical research & Pharmacovigilance Domain Awareness.
* Knowledge on drug development (Phase I -IV) of clinical trial.

# Roles & Responsibilities:

* Enter information into PVG quality and tracking systems for receipt and tracking ICSR.
* Assists in the processing of ICSRs according to Standard Operating Procedures (SOPs) and project/program- specific safety plans.
  1. Triages ICSRs, evaluates ICSR data for completeness, accuracy, and regulatory report ability.
  2. Enters data into safety database.
  3. Codes events, medical history, concomitant medications, and tests
  4. Compiles complete narrative summaries.
  5. Identifies information to be queried and follows up until information is obtained and queries.
  6. Assists in the generation of timely, consistent, and accurate reporting of expedited reports in accordance with applicable regulatory requirements.
* Working on report types like sponsored studies, unsponsored studies, program enrolled cases or PMS, CT cases and SUSAR cases of both serious and non-serious cases.
* Accurately creates narratives as per chronology based on reported information.
* Requesting follow-up information as needed and raising queries based on current information.
* As a part of monitoring team, we track queries sent to the reporters and follow-up them for the updated information via letters, fax, and mails (urgent queries).

**Organizational Appreciation:**

Nominated as star performer in Apr 2022, for significant contribution to the project.

# Roles & Responsibilities:

* Hands on experience on ARGUS Global Database: Version 8.
* Case management activities and analyzing of ICSRs (Individual’s case safety reports).
* Handling of post-marketing surveillance (serious and non-serious) cases and follow-up cases.
* Pharmacovigilance database which includes Duplicate check, MedDRA, EMEA list check and WHO DD.
* Labeling of events and narrative writing.
* Generating Reports and submitting to country health authority organization.
* Handling of health authority cases, legacy cases, study cases and SUSAR cases.
* Appreciable understanding of guidelines related to ICH, USFDA and EMEA.
* Closures and Archival of ICSR’s.
* Mentoring team members on new updates of process.
* Serving as a link between company and the patients or healthcare experts to provide valid information on product safety.

# Educational Qualifications:

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| **LEVEL**  **OF EDUCATION** | **INSTITUTION** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** | **AGGREGATE (%)** |
| B- pharmacy | Gokul college of pharmacy | JNTU, Kakinada | 2018 | 86% |
| Intermediate | Govt. Junior college | Board of Intermediate  Education, A.P. | 2013 | 80% |
| S.S.C | Govt. high school | Board of Secondary Education, A.P. | 2011 | 85% |

**Academic project:**

* Drug developing in cancer drugs.

# Computer skills:

General Concepts: Microsoft Office Proficiency and Internet concepts

# Strengths:

* Analyzing skills in reviewing Individual’s case safety reports.
* Ability to work independently, Positive attitude, hardworking, self -motivated, keen to learn.
* Good Communication Skills and typing speed.
* Flexible for any shift.

# Personal profile:

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| Name | : | Swathi Allaka |
| Father’s name | : | Satyanarayana Allaka |
| Gender | : | Female |
| D.O. B | : | 09-07-1996 |
| Nationality | : | Indian |
| Languages | : | English, Telugu, and Hindi. |
| Hobbies | : | Interacting with people. |

**Declaration:**

I hereby declare that all the above information furnished by me is true and correct to the best of my knowledge and belief.

Swathi Allaka