**CURRICULAM VITTAE**

Swathi Allaka

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**CAREER OBJECTIVE:**

To seek a challenging position that offers opportunity to explore my qualification and skills in such an organization which provides work environment that foster teamwork and allows independent responsibilities.

**PROFLE SUMMAY:**

I am currently working as a trainee junior data analyst in Cognizant, performing case processing including case data entry, safety narrative writing, manual coding, labelling. **I have 1 years and 4 months’ experience of working** as Junior Data Analyst in individual case study report (ICSR) for both clinical and post marketing drugs. Experience in performing Book in, triage, evaluation and cases processing of adverse events report from different sources from all therapeutic areas including EV web download cases and handling mailbox. Experience working with SPA tool, ARGUS.

**ACADAMIC CAREER:**

* B. Pharmacy from Gokul college of pharmacy, JNTU, Kakinada, in **2016**
* Intermediate (Bi.P.C) Govt Junior college, Board of Intermediate, in

**2012**

* S.S.C ZPHS, Devarapalli, Sate board of secondary education, in **2010**

**ORGANIZATIONAL EXPERIENCE:**

**COGNIZANT** **Technology solutions India Pvt Ltd. (13 Oct 2020 – till date),** hyderabadas **a case processor:**

* Performing case processing including case data entry, safety narrative writing, manual coding,
* labelling and approval for ICSR reports including MLM (Medical literature monitoring) and EV downloads
* Responsible for Quality check of ICSR into the ARGUS tool.
* Ensuring reports are complaint with ICH guidelines, FDA requirements and internal SOPs.
* Monitoring Turn Around Time (TAT) for ICSR submissions.
* For PV/Complaints Management individuals in this role perform data entry of data received from Source documents into the respective Clinical/Safety database wih 100% accuracy.
* Performs consistent coding of adverse events, medical conditions and medications according to the project-specific coding conventions using MedDRA, CDD and WHO dictionaries.
* Performs significant and non-significant follow-up reports.
* Performs Follow-up queries and Follow-up letters.

**TECHNICAL SKILLS:**

* Well versed with Pharmacovigilance Global Database **ARGUS (8.1.1).**
* Well-versed with **MS-Office** (Word, Excel, PowerPoint).
* Relationship to building ability.

**DECLARATION:**

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

Date :

Place:

**(Allaka Swathi)**