

# Priyasmita Khanna

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## Portfolio:

### Personal Profile

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With over 20 years of experience in various fields including, healthcare industry, UN organizations, higher education, and information technology sector, I have developed a strong work ethic and a keen sense of interpersonal skills. My responsibilities throughout my career have included content management, database maintenance, and producing relevant reports. My passion for programming and development led me to explore website design and content management system development for clients, providing support and training for staff, and liaising with relevant parties.

To further enhance my skills and stay up to date with the latest technological advancements, I completed a software development bootcamp offered by JustIT. This experience, coupled with my domain knowledge in the sectors I have worked in, has enabled me to become an asset to any team I work with. As a leader, I have honed my communication skills, allowing me to effectively communicate with colleagues and superiors alike, making me a well-rounded professional with a diverse skillset.

### Education and IT Training

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<b>2022-Present</b>	<b>Just IT Training Ltd, London</b> <b>Digital Skills Bootcamp: Software Development</b> A twelve-week intensive bootcamp covering the fundamentals of Web and Software development.
<b>2001-2006</b>	<b>Symbiosis Institute of Management Studies (through SCDL), Pune</b> <b>Masters Diploma in Business Administration</b>
<b>1998-1998</b>	<b>Netcom Software and Systems Pvt Ltd, New Delhi</b> <b>Certificate in Computers</b>
<b>1994-2000</b>	<b>University of Delhi</b> Bachelor of Commerce (Pass)

### IT Skills

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<b>Software Development Skills:</b>	Proficient in building, managing, and developing websites using HTML, CSS, JavaScript, React JS, and SQL. I have commercial experience in designing, developing, and supporting websites with an agile approach. In addition, I am well-versed in creating user documentation and providing comprehensive user training.
<b>Web Technology:</b>	HTML, CSS, JavaScript, React JS
<b>Core Programming Languages:</b>	JavaScript, Python

## Employment History

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**2014-2018**

**Neuronics Ltd  
Web Developer**

- Building managing and developing websites using ASP.net, React Js, SQL Server.
- Development and support SharePoint online Intranet, Content Management, Document Management and Team site. Edited and structured the content.
- Created the user documentation and user training.
- Supporting taxonomy and content governance.
- Primary contact with customer and user support. Gathering client requirement.
- Rolling out team sites and required libraries.
- Support team across UK, India and China.

**2009-2013**

**University of Bedfordshire, Bedfordshire  
International Admissions Officer**

- Processing admissions applications data for international students.
- Making admission decisions.
- Developing relevant reports and presentations.
- Updating content on the website for international students, in liaison with relevant teams. Managing and supporting student information portal.
- Supervising and managing assistants, mentoring and overseeing their performance. Responsible for supervising Admissions administrators' data input on SITS following standard policy.
- Training and liaison with staff on how to effectively use SITS.
- Liaison with overseas agents to coordinative international students' admissions process.

**2009-2009**

**Kings College London (Institute of Psychiatry)  
Research Administrator (IMPACT study)**

- Designed data structures, forms, and questionnaires for research trials to ensure the collection of high-quality data that can be easily analysed.
- Using my experience and knowledge in research methodology, database design, and data analysis, I work closely with team of psychologists and psychiatrists to identify key data points and create user-friendly interfaces. My tailored questionnaires captured relevant and comprehensive data, playing a crucial role in impactful research trial.
- Managed and maintained clinical trials data.
- Recording and managing Research trials data.
- Coordinate across the multi-disciplinary team regarding maintenance and updating confidential patient data.
- Managing departmental webpage.

**2002-2008**

**World Health Organization, South-East Asia Regional Office, Delhi  
Fellowships Officer (ND3.3)**

- Supporting Fellowship workflow across WHO.
- Developing functional and usability requirements for the document management system, including performance standards; leading efforts with respect to conducting demonstrations of new product features and services; installing, configuring and placing a document management system into operation.

**1999-2002**

**Heartland, New Delhi  
Medical Transcriptionist**

- Developing and maintaining a comprehensive understanding of medical terminology, anatomy, and pharmacology.
- Transcribing dictations from healthcare providers into written medical records, reports, and correspondence.
- Ensuring that the medical documentation they create is accurate, complete, and adheres to US legal and regulatory requirements.
- Reviewing and editing transcribed documents to ensure accuracy and completeness
- Collaborating with healthcare providers to clarify unclear dictations or provide additional context for the transcribed information.
- Using specialized software and equipment to transcribe dictations and create medical records.

**1998-1998**

**Netcom Software and Systems Pvt Ltd, New Delhi  
Programmer**

- Developing test data for software used in flight sorties by Indian Defence system.
- Running the test data and producing reports.