

## Clinical Trial Assistant (CTA) Portfolio (Mock) – Clinical Operations Support

**Candidate:** Pritamjit Konar | M.Sc. Biotechnology | GCP + CDM Trained.

**Target role:** Clinical Trial Assistant (CTA), Sun Pharma – Mumbai Corporate Office

### 1) Purpose -

This portfolio demonstrates readiness for an entry-level CTA role through simulated work samples focused on clinical trial documentation control, regulatory support tracking, site/vendor coordination (including invoices, payments, and vendor codes), and administrative support (meetings, minutes, and travel arrangements).

### 2) What's included (deliverables):

- Study document filing system + completeness tracker (Excel)
- Regulatory submission tracker + GCP compliance checklist (Excel)
- Site invoice/payment tracker + vendor code log (Excel)
- Meeting calendar + minutes template + action tracker (Word/Excel)

### 3) Portfolio Projects (Mock)

#### *Project 1 — Study Documentation Management & Filing System (Excel)*

**Objective:** Maintain essential study documents (protocols, ICFs, CRFs, reports) with indexing, version control, and quick retrieval readiness.

Deliverables: Document Index + Filing Map (electronic/paper).

Study ID	Document Type	File Name	Version	Date	Owner	Location (eTMF/Shared Drive)	Status	Comments
SUN-CTA-MOCK-001	Protocol	Protocol_v1.0.pdf	v1.0	2026-01-02	CTA	/Study/01_Proto col/	Final	Baseline
SUN-CTA-MOCK-001	ICF	ICF_Eng_v1.0.pdf	v1.0	2026-01-02	CTA	/Study/02_ICF/	Final	Filed + dated
SUN-CTA-MOCK-001	CRF	CRF_Bank_v1.0.xls	v1.0	2026-01-03	CTA	/Study/03_CRF/	Final	Blank template
SUN-CTA-MOCK-001	Study report	CSR_Draft_v0.1.docx	v0.1	2026-01-05	CTA	/Study/04_Reports/	Draft	In progress

#### *Project 2 — Regulatory Support Tracker + GCP Compliance Log (Excel)*

**Objective:** Support preparation/compilation and submission tracking for regulatory documents and maintain a basic compliance checklist aligned to GCP expectations.

Deliverables: Submission Tracker + Approval Log + Compliance Checklist.

Submission ID	Study ID	Submission Package	Submitted To	Submission Date	Due Date	Status	Approval Date	Notes
REG-001	SUN-CTA-MOCK-001	Protocol + ICF + Cover letter	EC/IEC	2026-01-03	2026-01-17	Submitted	—	Await response
REG-002	SUN-CTA-MOCK-001	Amendment 1 + Rationale	EC/IEC	2026-01-06	2026-01-20	Drafting	—	Version in review

Compliance Area	Checkpoint	Evidence/Document	Status (Y/N)	Owner	Comments
Informed consent	Current approved ICF filed before enrollment	Approved ICF PDF	Y	CTA	Version checked
Essential docs	Key approvals filed and retrievable	EC approval letter	N	CTA	Pending

**Project 3 — Site Coordination: Invoice/Payment Tracker + Vendor Code Log (Excel)**

**Objective:** Track site invoices/payment status and maintain vendor code generation/tracking records for clean coordination with finance and sites.

**Deliverables:** Invoice Tracker + Payment Follow-up Log + Vendor Master.

Invoice ID	Site	Vendor Code	Invoice Date	Amount (INR)	Payment Due	Status	Follow-up Date	Notes
INV-001	Site A	VND-SITEA-001	2026-01-04	50,000	2026-01-18	Under review	2026-01-08	Sent to finance
INV-002	Site B	VND-SITEB-001	2026-01-05	75,000	2026-01-19	Pending docs	2026-01-08	Missing PO/backup

Vendor Request ID	Vendor/Site	Vendor Type	Vendor Code	Request Date	Created/Confirmed Date		Status	Remarks
VREQ-001	Site A	Investigator site	VND-SITEA-001	2026-01-02	2026-01-03		Active	Onboarding complete

**Project 4 — Administrative Support: Meeting Scheduler + Minutes + Action Tracker (Word/Excel)**

**Objective:** Support meeting scheduling, minutes of meeting (MoM), travel coordination, and action-item follow-up for clinical study teams.

**Deliverables:** Meeting Log + MoM Template + Action Tracker.

A) Meeting Log Excel

Meeting ID	Meeting Type	Date/Time	Mode	Participants	MoM Filed (Y/N)	Key Actions
MTG-001	Study kickoff	2026-01-03, 11:00	Virtual	Sponsor + CTA + Ops	Y	Confirm timelines
MTG-002	Site activation call	2026-01-07, 03:00	Virtual	Site + Sponsor + CTA	N	Collect pending docs

B) B) Minutes template

Minutes of Meeting (MoM)

Study ID: \_\_\_\_\_ | Meeting ID: \_\_\_\_\_ | Date/Time: \_\_\_\_\_ | Mode: \_\_\_\_\_

Attendees: \_\_\_\_\_

Agenda: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Discussion Notes: \_\_\_\_\_

Decisions: \_\_\_\_\_

Action Items (Owner / Due Date): \_\_\_\_\_

Next Meeting: \_\_\_\_\_

**Disclaimer**

This is a self-learning mock portfolio created for job applications; it contains no real patient/subject data and no confidential company documents or system screenshots.