

Date:

Subject: Application for recruitment at your organization

Respected Sir,

Myself, Soniya Khanna I have experienced in Manager at Shivam Medical Hospital C- 4, Satyanarayan Society, Gor Na Kuva, Jasodanagar Char Rasta, Maninagar, Ahmedabad-8

I will be happy to get associated with your esteemed organization and I assure to put my best efforts for value addition to the organization. Here with my curriculum vitae is enclosed for the necessary details.

Kindly consider my candidature for the suitable post in your organization.

Thanking you and looking forward for healthy association.

Encl: Curriculum Vitae.

Best regards,

Soniya Khanna

Manager

Shivam Medical Hospital
C- 4, Satyanarayan Society,
Gor Na Kuva, Jasodanagar Char Rasta,
Maninagar, Ahmedabad-8

Mo: 9925047692

Email Add:soniyakhanna78@yahoo.co.in

CURRICULUM VITAE

Soniya Khanna

Manager

Shivam Medical Hospital
C- 4, Satyanarayan Society,
Gor Na Kuva, Jasodanagar Char Rasta,
Maninagar, Ahmedabad-8

Profile Summary

- ISO 9001 2000 LEAD AUDITOR, Ahmedabad in 2005
- Member Secretary in Shivam Ethics Committee since 4 yrs
- Steno Course for Diabetes in 2004 at Ahmedabad.
- Manager administration, CRC for NOVO and Accontibiliy at Shivam hospital since 1997
- 12 th sci, in 1994
- Diabetes educator in PHFI 2012
- Comprehensive knowledge of pharmaceutical development, intellectual property, Clinical Data Handling, Clinical monitoring, Handling Case Record forms, Inform Consent, ICMR Guidelines, ICH-GCP Guidelines and Pharmacovigilance, ADR reporting and good experimental skills in clinical research work.
- Powerful oral/written presentation, communication and negotiation skills.
- Ability to work effectively in diverse teams as well as individually.

Career objective

I, would like to pursue a career in renowned industries and also academic which render, a challenging work, environment and accomplish me a professional and a proficient individual and would like to exploit skills and knowledge towards exploration in achieving organizational goals and making valuable contribution to society.

Hospital Work Experience

- Manager administration, CRC for NOVO and Accontibiliy at Shivam hospital since 1997 at till date

Personal Details

- ✓ **Name:** Soniya Khanna
- ✓ **Contact no:** +91-9925047692
- ✓ **Email id:** soniyakhanna78@yahoo.co.in
- ✓ **Date of birth:** 21th Jan 1978
- ✓ **Nationality:** Indian
- ✓ **Marital status:** Single
- ✓ **Hobbies:** Reading, Swimming, listening music, dancing.

✓ **Languages:** English, Hindi, Gujarati.

Reference

Dr. Prakash Kurmi

Director
Shivam Hospital,
C/4 Satyanarayan Society
Near Jashodanagar Cross Road,
Maninagar East,
Ahmedabad-382445, Gujarat-India
Telephone: 9825047692

Dr.C.B.Tripathi

Chairperson, Shivam Ethics Committee
Ahmedabad

Declaration

I here by declare that the above mentioned particulars are correct to the best of my knowledge.

DATE:

PLACE:


Soniya Khanna