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| **SWETA AGARWAL, PMP** | | | +91-7506424024  [**swetha.agl@gmail.com**](mailto:swetha.agl@gmail.com) | | | | |
| **EDUCATION** | | | | | | | |
| **Degree** | | **Institute** | |  | **Year** | | **Percentage** |
| PMP | | Project Management Institute | | | 2018 | | Above Target |
| M.Pharm (Pharmaceutics) | | Vignan Institute of Pharmaceutical Technology, Vizag- JNTU | | | 2011-2013 | | 91.25 / 100 |
| B.Pharm **( Gold Medalist)** | | Srinivasa Rao College of Pharmacy, Vizag- Andhra University | | | 2007-2011 | | 9.79/10 |
| 12th Grade | | Sri Chaitanya Educational Institution, Vizag | | | 2006 | | 92.5% |
| **WORK EXPERIENCE** | | | | | | | |
| **INDEGENE PVT LTD (SENIOR ASSOCIATE, PM) Jun, 2017 - Present** | | | | | | | |
| **AREAS OF EXPERTISE**  **( TOOLS )** | |  |  |  |  | | --- | --- | --- | --- | | Data Analytics | Microsoft Excel | Sales Force (FF) | PowerPoint | | | | | | | |
| **KEY RESPONSIBILITIES** | * Independently handling the entire project lifecycle from Proposal Building, Budgeting and Requirement Scoping to Planning, Execution, Monitoring and Delivery * Engagement with client for meeting strategic objectives through data analytics * Worked on digitisation of existing programmes (development of wireframes, FRS etc. of websites) * **Type of Projects:** Patient Support Programmes, Design and Development of Online Training Portals, Campaign Content and Design | | | | | | |
| **BIOCON LTD ( PROJECT MANAGER ) Nov,2016 – Jun,2017** | | | | | | | |
| **KEY RESPONSIBILITIES** | **CRO/CMO Management:**   * Ensuring seamless integration of the project while working with the CRO on a first to file product. * Ensure project continuity during times of critical road blocks.   **Logistics Management:**   * Managing material requests and availing them for all the projects by coordinating with the respective provider. | | | | | | |
| **RUBICON RESEARCH PVT LTD (PROJECT MANAGER) (MUMBAI) May,2015 - Nov,2016** | | | | | | | |
| **AREAS OF EXPERTISE** | |  |  |  |  | | --- | --- | --- | --- | | Client Management | Budgeting Control | Stakeholder Management | Project Status Reporting | | MS Office | MS Project |  |  | | | | | | | |
| **KEY RESPONSIBILITIES** | Managing multiple projects during project lifecycle of initiation, planning, execution, monitoring, controlling and completion right from POC stage to regulatory Dossier Filing /query response.  **Scope Management:**   * Ensuring compliance to the project scope and tracking out of scope activities.   **Cost Management:**   * Involved in activities or correspondence pertaining to material budgeting (RM, PM, analytical requirements) and cost tracking. * Milestone tracking and accomplishment as per financial target.   **Procurement & Licensing management:**   * Working with the licensing and procurement team to ensure that the licenses/materials are delivered to the stakeholders without hampering timelines.   **Project Planning and Integration:**   * Organize and conduct business kick off & client meetings. * Preparing a detailed plan, tracking and revising it based on any strategy change proposed and accepted during the execution and monitoring process. * Organize review meetings with various support functions.   **Communication:**   * Handling & leading conference calls and meetings with the off-shore client/management to notify the status and discuss the action points. * Design & implement communication formats – MOMs, status reports (Fortnightly review meeting) & closure Reports * Managing client expectations by ensuring the delivery of the highest quality service. Giving prompt response to client queries and acting on their feedback. * Ensure seamless flow of information within the project team.   **Risk Management:**   * Building exhaustive risk metrics for every project. * Handling and managing unanticipated challenges and bottlenecks during the entire project life cycle and creating workarounds whenever required. | | | | | | |
| **PROJECTS** | * ANDA (Abbreviated new drug application) * PAS (Post Approval Supplement) * MANUFACTURING PLANT Expansion | | | | | | |
| **CIPLA LTD (FORMULATION RESEARCH SCIENTIST) Oct, 2013 - April,2015** | | | | | | | |
| **AREAS OF EXPERTISE** | Worked as a Formulation Research Scientist in Integrated Product Development. Major areas of expertise were in the following   * Literature Search, Material Procurement List, Product Development Strategy, Pre-Formulation Studies, Development Trials – Prototype Finalization, QBD / DOE / Process Optimization, R&D Scale up, Tech transfer to GMP site and overseeing manufacturing up to registration batches. | | | | | | |
| **PROJECTS & MARKETS** | * 8 projects on solid oral dosage forms (Tablets & Capsules), 1 project on suppository * Projects had to meet the regulatory requirements of **US, EUROPE, ROW & WHO** | | | | | | |
| **ACADEMICS** | | | | | | | |
| **AWARDS & CERTIFICATIONS** | * **Project Management Professional ( PMP )** Jan, 2018 * **ALWARDAS SILVER medal** for highest CGPA in B.Pharm 3rd year * **ALWARDAS GOLD medal** for highest CGPA in the University * **DISTINCTION** for first rank in the University ( M.Pharm ) * **World intellectual property organization (WIPO)** | | | | | | |
| **INDUSTRIAL TRAINING** | | | | | | | |
| **Dr Reddy’s Laboratories, Hyderabad** | | | | | | **May 09 – Jun 09** | |
| **Quality Control** | Performed Quality Control using the following equipment **HPLC, RRLC, GLC,GSC, IR**, and **UV-Vis** Spectrophotometer | | | | | | |
| **ARTICLES AND PRESENTATIONS** | | | | | | | |
| **REVIEW ARTICLES** | * **“Advances in Novasome technology- A review”** in “International journal of Applied Pharmaceutics.” Vol 5, Issue 1, 2013 * **“Intra uterine drug delivery system**” In Internationale Pharmaceutica Sciencia, Vol 3, Issue 1, 2013 | | | | | | |
| **RESEARCH ARTICLES** | * “Formulation and evaluation of Pioglitazone hydrochloride gastro-retentive floating microbeads “ in Indo American Journal of Pharmaceutical Research (Impact:0.87) Vol 3, Issue 8, 2013 * “Formulation, evaluation and comparison of dissolution profiles of Eslicarbazepine acetate immediate -release tablets using natural binders (tapioca starch, maize starch and galbanum) against synthetic binder (PVP) accepted for publication in “International journal of pharmacy and pharmaceutical sciences” (Impact:1.59) | | | | | | |
| **EXTRACURRICULARS** | | | | | | | |
| * Participated in the cultural event of the **32nd National Games** * Participated in the **dodge ball competition** organized by CIPLA in the month of December 2013. * Won the 1st prize in a **dance competition** organized by Colorcon in Goa in the month of April 2014. * Finalist of the **badminton competition** organized by Gitam College of Pharmacy in 2009 * Qualified as a finalist in district level quiz competition conducted by **pharmainfo.net** | | | | | | | |

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| **PERSONAL INFORMATION** |

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| Date of birth | 26th August 1989 |
| Nationality | Indian |
| Gender | Female |
| Languages Known | English, Hindi, Telugu |
| Hobbies | Dancing, Reading Novels, Hosting, Music |