

MEHAK BHATIA

Digital EHS
Consultant

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Soft Skills

Well organized and responsible.
Excellent time management.
Excellent Leadership Qualities.
A quick learner with “Can Do” Attitude.
Profound ability to work individually and in a team.
Proven flexibility when working in a team and using good judgement in making decisions.

Technical skills

SAP EHS ERP 7.0
Enablon Software
Cority

Microsoft Tools:
Ms Word

Ms Excel
Ms Power point

Programming Language: Python,
HTML

Database management:
Argus Database

Drug Safety Software:
Converge and Health Safety (CHS)
MedDRA 25.0

A highly motivated EHS Consultant professional who would like to inherit all the possible talents and strength to face the immense challenges in the industry by taking a pro-active, behaviour-based and solution-based approach towards protecting Health and Safety of a personal as well as the Environment.

EXPERIENCE

May 2023-Till Date

Digital EHS Consultant, Arcadis, Bangalore

- Support and Implement EMIS software for clients worldwide, assisting with system configurations to meet overall business objectives of clients.
- Proficient working with multiple projects.
- Experience in testing of configured applications including preparation of test scripts, documenting a solution and running user acceptance testing.
- Onboarding a new customer, agents and customer contacts using Sustain admin tool.
- Apply functional and technical skills to configure EMIS Software.
- Hands on experience in Enablon, Cority and SAP EHS.
- Support consultant teams that configure/deploy environmental health, safety and sustainability solutions.

SAP EHS Skills

- Configurations for defining and creating an organizational structure thereby understanding the hierarchical relationships in an organization.
- Performed back-end and front-end configurations for creation of a Material Safety Data Sheet.
- A good understanding in Specification Management, creation of a property tree for real substances, value assignment using property tree, phrase management, editing a phrase, configurations for creation of a specification master.
- Configurations for Report management. Well versed with report template creation for MSDS and WWI template design.
- Knowledge on Global Label Management; label type, label stock. label categories, label scenarios and Generation variants.
- Product safety, Substance Volume Tracking (SVT), creation of Dangerous good master data.
- Industrial Hygiene and Safety, Occupational health, configurations for maintaining an injury/illness log.

PAST EXPERIENCE

March 2021-MAY 2023

Senior Process Associate: TCS Mumbai

- To review Patient safety information from ICSR and make record information into ARGUS safety database.
- Triage of incoming cases to prioritize in order to meet regulatory timelines.
- Perform follow-up and reconciliation activities in case of discrepancies.
- To perform coding of adverse drug reaction from safety information shared by client.
- Keeping a track of Product quality complaints.
- Maintaining an excellent knowledge of case processing conventions and guidelines, client procedures and international drug safety regulations.
- Review and evaluate AE case information to determine required actions based on and following internal policies and procedures.
- Participated in the case review process applying a high standard of quality review to ensure sound medical safety data documentation.
- Worked in an automated adverse event case processing using Converge and Health Safety tool.

Achievements

Awarded with Roll of Honour in Graduation.

Ranked 1st in Bachelor’s and Master’s overall result.

Personal Information

Name: Mehak Bhatia

DOB: 24-JAN-1997

Languages Known:

Hindi, English, Punjabi

Interest: Listening Music, Sketching and Painting

ACADEMICS

- **Masters in Bioinformatics (2018-2020) -86.65%**
GGDSD COLLEGE (PANJAB UNIVERSITY) CHANDIGARH
- **Bachelors in Bioinformatics (Hons.) (2015-2018) – 81.83%**
GGDSD COLLEGE (PANJAB UNIVERSITY) CHANDIGARH
- **Higher Secondary Education (Medical) (2015) – 90.2%**
BCM ARYA MODEL SEN SEC SCHOOL, LUDHIANA (PUNJAB)
- **Matriculation (2013) – 95%**
BCM ARYA MODEL SEN SEC SCHOOL, LUDHIANA (PUNJAB)

TRAINING AND PROJECTS

- Certified training in SAP EHS from VelsM Techies Info Group, Bangalore.
- Pursued **Qualified Pharmacovigilance Professional Training** in case processing from Academy of Clinical Intelligence (Pharmacovigilance Training Management Company), Chandigarh.
- Successfully completed dissertation work (6 months) on “*Molecular Docking and DFT studies of Saraca Asoca for its anti-menorrhagic activity*”.

ACCOMPLISHMENTS

- Received certificate of appreciation Team Award for successfully achieving the milestone within 2 weeks and stabilizing the TAT at 2 days with great quality output.
- Appreciation for processing error- free Triage activity and completing my stretch assignment within regulatory timeline.