

# Jeevangi Ashwini Vishwanath

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## Career Objective

To work in a creative and collaborative environment, where my pharmacovigilance experience and basic academic knowledge will contribute to the overall goal of the organization while further developing leadership, organizational and technical skills.

## Academic Qualifications

Bachelor of Pharmacy from RJSPM's College of Pharmacy, Alandi, Pune. Completed B Pharmacy with 69.66% (2012-2016).

## Professional Experience

- Working in Tata consultancy services as Business process lead (BPO3) since 26 May 2021 at Pune location.
- Worked in Cognizant Technology Solutions from 26 May 2017 to 21 May 2021 as Data Analyst.

## Roles & Responsibilities in TCS: Quality lead, Drug safety mailbox manager, Workflow manager, Quality reviewer, Case intake/triage officer,

1. Develop and maintain a project specific Quality management plan.
2. To develop, implement, monitor and evaluate quality data for intake associates in accordance with the process requirements and provides action plan.
3. To prepare and publish Quality score for all intake team.
4. Generates and publishes productivity data for QC team.
5. Handled client queries on quality data.
6. Completes appraisal process for Quality reviewer.

## Roles & Responsibilities handled in Cognizant:

### Acting Team lead, Case Initiation Specialist Trainer, Quality reviewer ,Medical Safety Analyst, Case Initiation Specialist .

1. As a acting team lead handled team, billing activities, prepared TAT reports, team productivity, stacks and quality reports, handled client queries, was involved in automation process launch in Aris-G and Ag-Xchange database.
2. Allocation and tracking of database including the reconciliation activity.
3. Embedded values into team culture and promoted team spirit, conducted quality improvement meetings within team.
4. Completes appraisal process for all team members.
5. As a case initiation trainer was responsible for process training of new joiners, conduct refresher training's for all, also maintain and archive all documentations and to ensure all new joiners are aware of the process and work instructions. Trained approximately 10-12 batches.

## Professional Capabilities

1. Certified in Diploma in Pharmacovigilance and GCP, MS Office.
2. Hands on experience in Aris-G, Ag-Xchange and Argus database.
3. Strong interpersonal and communication skills both verbal and written.

4. Strong organizational and leadership skills, motivated self-starter, team liaison, conflict resolution ability and goal-oriented.
5. Ability to handle multiple priorities and a genuine interest in personal and professional development.
6. Interpersonal skills with good ability in grasping new technical concepts quickly and utilizing them in an effective manner.

**Personal Details**

**Father's Name** : Vishwanath S Jeevangi  
**Date of Birth** : 12th March 1995  
**Languages Known** : English, Hindi, Marathi, Kannada.  
**Marital Status** : Unmarried  
**Address** : Survey no. 213, B-12, Darshan colony, Dighi road, Bhosari, Pune-411039.

I hereby declare that above information given by me is true and to the best of knowledge.

Yours Sincerely,  
**Ashwini Jeevangi**