

KATTA SIVAJI

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CAREER OBJECTIVE

To associate myself with a professional organization that will provide me the opportunity to make a strong contribution to organization goals, moulds me into an efficient and proficient professional and at the same time improve my skills and utilize my capabilities to the fullest.

EDUCATIONAL QUALIFICATION:

EXAMINATION PASSED	BOARD/ UNIVERSITY	INSTITUTE	YEAR OF PASSING	Percentage /Grade
Diploma in clinical research and pharmacovigilance	Private	Skill drive solution Pvt. Ltd, Hyderabad	2021	A+
Pharm.D	JNTU	RAO's College of Pharmacy, Nellore, A. P	2021	75%
Intermediate	Board of Intermediate Education	Sri Chaitanya Junior College, Vijayawada	2014	86%
SSC	Board of Secondary Education	Vision high school, Naidupeta	2012	8.2%

Professional Experience:

Organization: Shilpa Medicare Limited

Duration: 21-Jul-2021 to till date.

Designation: Drug Safety Associate

Job Role:

As Case Processor:

- Responsible for data entry of individual case safety reports into the safety database.
- Review and evaluate AE case information to determine required action based on and following internal policies and procedures.
- Process all incoming cases in order to meet timelines.
- Full data entry including medical coding, labelling and safety narrative.

As Medical Coder:

- Responsible for coding all medical history, events, drugs/procedures/indications and laboratory tests according to the appropriate dictionary (For e.g. MedDRA, Company Product Dictionary, WHO-DD).

As Narrative writer:

- Responsible for writing medically relevant safety narrative of cases and checking the completeness accuracy of the data entered in the various fields.
- Experienced in narrative writing for different case scenarios like (pregnancy cases, product quality complaint cases, spontaneous cases and serious cases).

As Quality Reviewer:

- Performed quality review for all type of cases, spontaneous health authority, literature, business partner and solicited cases.

As Case Intake Member:

- Responsible for case intake, duplicate check and registration
- Maintain log of source documents and other communications
- Responsible for Global Pharmacovigilance activities (Book In, and Data Entry) for adverse events received from various sources.
- Make duplicate search and create initial or Follow up cases
- Maintaining the Reconciliation reports
- Review, extract and accurately enter AE data from marketed product, adverse event reports received from - spontaneous and/or solicited sources including health professionals, sales representatives, consumers and drug information in accordance with currently defined case handling procedures.
- Interpret case-related information including AE coding, medical conditions, lab results and procedures, as well as compile team.
- Make significant contributions to projects relating to improvements in processes and systems.

Experience in handling the following tools:

- MedDRA – For coding of Adverse Events, Medical History, Laboratory Data, properly searching the Low-Level Terms (LLT) from Low Level Terms Codes.
- ARISg—practical experienced on Arisg (7.4.6.2.2.3) database and LSMV safety database (2023.1.3.2).

Types of cases covered, skills and achievements:

- Spontaneous, Solicited, E2B, and R3
- Mentoring the new hires on case processing
- Single point of contact to the data entries and quality reviewers regarding the caseprocessing queries.

ACADEMIC ACTIVITIES

- Participated in ICMR conference in RAO's College of Pharmacy, Nellore (Year: Feb-2019)
- Participated in National level Program of India: Current scenario and Emerging trend (Year: Apr-2018)

PROJECT WORK (During PHARM.D)

- **Project Title:** A Study of evaluation of antibiotic sensitivity in cost effectiveness of IV FLUIDS in post-operative orthopedic patient

COMPUTER PROFICIENCY

- Working knowledge in Microsoft Office and Internet Applications

PERSONAL INFORMATION

- Date of Birth : 25-07-1997
- Languages Known: English and Telugu
- Email.id : kattasivaji1997@gmail.com
- Phone no : +91-7569641918

ADDRESS:

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DECLARATION

I hereby declare that the above information is true in the best of my knowledge.

Place: HYD

KATTA. SIVAJI