

Name: Purni Mehta

Qualification: MBA (HR, Marketing), M.Sc. (Biotechnology)

Date of Birth: 05-12-1990

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PROFESSIONAL OBJECTIVE:

Seeking a management career where I can utilize my strong organizational abilities, operations and market research skills, sound human resource dynamics knowledge, and analytical and communication skills in improving workplace efficiency.

EDUCATIONAL QUALIFICATION			
Course	Year of passing	Board/ University	Percentage/Grade
MBA (Marketing + HR)	2016	Bharati Vidyapeeth Deemed University's Institute of Management & Entrepreneurship Development (IMED)	CGPA 9.08 (out of 10)
Post-Graduation M.Sc. Biotechnology	2013	Bharati Vidyapeeth Deemed University, Rajiv Gandhi Institute of I.T & Biotechnology	72.6%
Graduation B.Sc. Biotechnology	2011	Bharati Vidyapeeth Deemed University, Rajiv Gandhi Institute of I.T & Biotechnology	68.11%
XII	2008	Maharashtra State Board	76.83%
X	2006	Maharashtra State Board	86.26%
Others (Certifications/Diploma)	2014	Clinical research and Data management conducted jointly by Ruby Hall Clinic (Hospital) and Phoenix Progressive Certifications Enterprise Pvt. Ltd. (PPCE) in Pune, India	81%

PROFESSIONAL EXPERIENCE			
Position Held	Organization	Experience	Duration
Data Operations Associate	Zocdoc	In the client operations department, responsible for quality control of key Service Level Agreement (SLA) based processes, managing and fulfilling client SLAs, content writing, participate in and develop projects and processes focusing on data-integrity and workflow solutions, managing leaves, conducting monthly metrics meetings	February 2018 - Present
Data Operations Researcher	Zocdoc	Was responsible for researching information on healthcare professionals and institutions to build and update one of the largest databases in the healthcare industry worldwide	May 2017- January 2018
Market Research Associate-Healthcare	Transparency Market Research	<p>Authored five completely independent client-based market research reports containing detailed qualitative analysis and a validated market estimation. Also co-authored seven client-based reports with senior analysts in the healthcare team. Created tailor-made reports for custom research requests.</p> <p><i>Responsibilities Handled:</i></p> <ul style="list-style-type: none"> Assisting in the development of a market-leading database of healthcare market study reports Managing the delivery of insightful and original market / 	February 2016- April 2017

		<p>company analysis in both quantitative (databases, models) and qualitative (profiles, presentations, reports) forms and taking responsibility for their production to publish-worthy standards</p> <ul style="list-style-type: none"> • Playing a key role in developing new team products and content • Conducting primary research with key opinion leaders in the industry and contribute in building validated market research study • Conducting secondary research to build the analytical sections within each report and to identify data-points / market trends etc. • Interacting with client to understand research requirements and explain the scope and dynamics of research <p><i>Achievements:</i> Received client appreciation for an independently authored market research report in November 2016</p>	
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INDUSTRY INTERFACE (Projects / Internships)				
Position	Organization	Title of the Project	Period	Key learning Outcomes
MBA-HR Internee	Tata Motors Ltd., Pune	"Efficiency Of Performance Planning at Tata Motors, Pune"	May-July 2015	Acquainted with the functioning of the HR department, Process of Performance Management, Setting and reviewing performance objectives, Employee Engagement, Managing CSR, Learning the general management system & practices at a large scale organization
Open Clinica Internee	PPCE Pvt. Ltd. Pune.	Oriented on Open Clinica suite of products like Open Clinica (Ver. 4.6 HTML) both on theoretical and hands on aspects of the study	January-March 2014	<ul style="list-style-type: none"> • Review, analyze, and validate clinical trial data to ensure consistency, integrity and accuracy based on project specific guidelines • Maintain clinical trial data accuracy through review of case report forms for completeness and consistency • Detect query data inconsistencies and revise case report forms in compliance with standard operating procedures, client guidelines and regulatory agency guidelines

ACADEMIC PROJECTS
<ul style="list-style-type: none"> ○ M.Sc. Biotechnology Dissertation on "Evaluation of Antioxidant Activity of selected four medicinal plant species: <i>Bryonia laciniosa</i>, <i>Triticum aestivum</i>, <i>Passiflora foetida</i>, & <i>Cynodon dactylon</i>" ○ B.Sc. Biotechnology project: a study on "Utilization of Winery Waste"

ACHIEVEMENTS

- Won First prize in Business quiz organized at BVDU, IMED as a part of HR Forum activity in February 2015.
- Secured position among top 300 in GATE 2014
- Won Bronze medal in the National Level Biotechnology Talent Search Examination, organized by Biotech Helpline Foundation in 2011.
- Scored Band 8 (out of 9) in IELTS (International English Language Testing System) exam in October 2013.

MAJOR CONFERENCES / SEMINAR ATTENDED & PAPERS PRESENTED

- Attended National Symposia on Finance with the theme “ Emerging trends in Finance for Sustainable Development” at IMED in August 2015
- Attended a seminar on Digital Marketing at IMED in March 2015
- Attended a seminar on “Career opportunities in HR” organized by NHRD, Pune Chapter in 2015
- Attended National seminar on “Contribution of HR to Organizational Excellence” at IMED in February 2015
- Attended a Seminar on “Challenges and Opportunities in Biotechnology” at MITCON, Pune in 2011.
- Attended a Workshop on “Protecting Biotechnology Inventions: Patents and other IPR” at Venture Center, NCL, Pune in 2012.

INTERESTS

Reading, listening to music, singing, solving crossword puzzles, volunteering for social causes