

## MANDA PRUTHVI RAJ

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### CAREER OBJECTIVE & PROFESSIONAL SUMMARY:

Being a very consistent and reliable person, I would like to render my services to the organization to achieve synergy in their operations while seeking a position to utilize my skills and expand my knowledge in Organization there by gaining experience-achieving related goals.

### EXPERIENCE SUMMARY:

- Working as a Senior Drug Safety Associate at Bioclinica India PVT Ltd. from 01Aug2016 to present.

### KEY ROLES AND RESPONSIBILITIES

#### 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 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 and accuracy of the data entered in the various fields.

#### As Quality Check Reviewer

- Review data entered in safety database for completeness and accuracy.

#### Other Responsibilities

- Following up with sites regarding outstanding queries.

- Closure and deletion of cases.
- Perform any other drug safety related activities as assigned.
- Perform literature review activities when trained and assigned.
- Preparation of client related conventions trainings and I was part of training team.
- Conducted trainings to team on client convention updates and preparation of MOMs related.

### Soft Skills

- Good Interpersonal skills.
- Fast learner and adapt well to changes.
- Excellent verbal and written communication skills

### ACCOMPLISHMENTS/ACHIEVEMENTS:

- Moved from data entry to quality review within 6 months.
- I was a part of a team that had achieved consistently quality SLA for more than 19 months and achieved 100 % TAT with respect to timelines.
- Nominated as a best QC' r consecutively for 3 quarters (2018).
- As a successful mentor (mentored the low performers and improved their quality).

### COMPUTER LITERACY:

- MS Word, MS Excel, MS Power point.
- ARISg– Has practical experience (presently working on ARISg database) in different versions of 6 and 7.

### ACADEMIC PROFILE:

#### **B. Pharmacy:**

Anurag group of institutions (autonomous), Jawaharlal Nehru Technological University, Hyderabad (JNTUH), (2012-2016)

**Intermediate:**

Board of Secondary Education, Sri Gayatri Junior College, Hyderabad (2010-2012).

**SSC:**

Secondary School Education, Vivekananda High school, Gangadhara (2010).

**PERSONAL DETAILS:**

Name	: Pruthvi raj M
Father's name	: Hanmandlu Goud
DOB	: 01-Apr-1994
Gender	: Male
Marital status	: Single
Nationality	: Indian
Languages	: English, Hindi & Telugu
Strengths	: Willingness to learn, High degree of self-motivation, Leadership quality, hardworking and self-driven.
Permanent address	: 2-123/2, Goud Street, Vill: Vattemla, Mdl: Vemulawada Dist: Rajanna Siricilla, 505-524

**DECLARATION:**

I hereby declare that the above-mentioned information is authentic and true to the best of my knowledge.

**Place: Mysore**

**Name: Pruthvi raj**

**Date:**