

# **RESUME**

## **Maneesh Kumar Pokhriyal**

D 43/D Bahart Vihar, Street No.-12

Raja Puri Uttam Nagar,

New Delhi-110059

Mobile No- 7838432592, 7678249569

Email ID: [maneeshpokhriyal8@gmail.com](mailto:maneeshpokhriyal8@gmail.com)

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## **Carrier objective:**

To achieve my goals by hard work and dedication in an organization that affects me the best environment to work with and grow with and within the organization.

## **Education / Professional Qualification**

- Bachelor of Arts from Delhi University (School of Open Learning).
- One year Basic Computer course DCA from a private center in New Delhi.

## **Work Experience:**

**Working with:** Center for Health Research and development  
(Society for Applied Studies)

Location: 45 Kalu Sarai New Delhi

Designation: DATA ENTRY OPERATOR

Period: 17<sup>th</sup> January 2011 to till date

## **About CHRD SAS:**

- Working with center for health research & development, society for applied studies (non-profit organization), New Delhi, India governed by department of biotechnology India, which had collaboration with world health organization, path foundation, clinical development services agency (cdsa) and with sponsor serum institute of India limited. and bharat biotech international limited as clinical data entry operator since 17<sup>th</sup> January 2011.

## **Roles & Responsibility:**

- Responsible for validation of the data entered by Data Entry Operator data entry process (two pass entry).
- During verification, verification data entry operator generates form filling queries
- Responsible for performing other data management activities (receiving CRFs, scanning, tracking, filing of case report forms etc.) within the office or in archival facilities
- Review CRFs and electronic clinical edit programs and generate and resolve data queries.

- Act as back up for clinical Data Operations Coordinator or Data Team Lead.
- Inform Data Manager on project status and potential problems regularly.
- Discrepancy management with coordinators (cleaning data).
- Data management system/remote data capture (edms/rdc). crf data entry (manual, e-crf).

**Worked with:** M/S. Myriad Infrastructure Pvt Ltd.  
**Location:** F-67, Kalkaji New Delhi  
**Designation:** OFFICE ASSISTANT / ADMIN ASSISTANT  
**Period:** 1<sup>st</sup> April-2008 to 30<sup>th</sup> November 2010

**Worked with:** M/s R.K.Khattar & Co.  
**Location:** B4/134 GF Saffdarjung Enclave New Delhi  
**Designation:** OFFICE ASSISTANT  
**Period:** 1<sup>st</sup> October 2006 to 31<sup>st</sup> March 2008

### **Skills:**

1. Platforms : Ms Dos, Ms Windows 2007 & 2009
2. Packages : Ms Office, Excel, Internet

### **Additional Capabilities**

- Able to perform other clerical duties as needed.
- Positive attitude and excellent interpersonal skills.
- Demonstrated ability to maintain good manners and efficiency in routine professional relationships.

### **Personal Profile:**

Father's name	:	Sh.S.N.Pokhriyal
Date of Birth	:	22-07-1987
Marital Status	:	Married
Nationality	:	Indian
Language Know	:	English, Hindi
Hobbies	:	Listening Music, Playing Cricket

Date: .....

Place: New Delhi

(Maneesh Kumar Pokhriyal)