KAVITA SABLE

Contact details:
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Career Objectives:

To work in an organization where I can utilize my abilities and skills to achieve given objective and to get a conductive environment in order to learn and develop myself.

SUMMERY:

- Consistently good academic record.
- Good communication skills
- Hard Worker.
- Team Oriented.

Certifications:
Python Basic (Year 2018)
Python Data Science (Year 2018)

SCHOLASTIC QUALIFICATION:

EDUCATIONAL:

Master of Information Technology, May 2018

University of Mumbai, Kalina Campus Santacruz (Mumbai)

Bachelor of Information Technology, OCT 2006.

College: Sathaye College, Vile Parle (Mumbai)

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
65.07 %	63.33 %	64.80 %	60.13 %	55.73 %	55.93 %

H.S.C, March 2002.

College: K.T.H.M College Nashik(Pune University) with 53.00 %

S.S.C, March 2000.

School: Maratha High school Nashik (Pune Board, Nasik) with 56.53%

Work Experience: 11 Year

Inventive   Health   Clinical   Research   Pvt   Ltd,   Mumbai,   India (05/Apr/2007-11/Jun/2018)

Senior Clinical Data Processor

- Entered data from Case Report Forms (CRFs) into the database with a high degree of accuracy and speed
- Verified data previously entered into the clinical database by performing second entry and resolving discrepancies
-     As a primary Data Technician for one or more project(s):
  - Tracked the progress of CRF receipt and entry
  - Coordinated CRF workflow with the Data Technicians entering the data
  - Performed data entry testing of the database
  - Reviewed and tested data entry guidelines
  - Identified issues which may affect the quality and timeliness of project completion and implement solutions
  - Trained other staff on data entry guidelines and other study-specific issues
- Trained other data entry staff on data entry procedures and systems
- Undertook quality control inspection of data entry
- Participated in quality control measures necessary for the finalization and transfer of the database and related materials to the sponsor
  - Identified achievement of milestones to the other clinical data management staff, e.g., approval of database testing for data entry and completion of data entry for a study
  - Handling and Performing Indexing and Indexing QC Activity
  - Archiving procedures, Record management activity.
  - Working on RDC database for creating pdf file.
  - Working on SAS database for performing Data Entry.

PERSONAL STRENGTHS

 I am a punctual and dedicated person. I have ability of doing a task at hand with full concentration and determination.

HOBIES & INTEREST:

- Listening Music , Travelling.
- Updating Computer Skill
- Reading Books

PERSONAL PROFILE:

Father's Name   : Jagannath Kashinath Sable

Mother's Name   : Chandrakala Jagannath Sable

Date of Birth: 15-June-1985

Address: Bldg 7/ 301, GREEN ACRES-II, CHS Ltd, Kavesar, Waghbil Road, off

Ghodbunder Road, Thane – 400615

DECLARATION

I hereby declare that the statements made in above resume are correct to the best of my knowledge and belief.

Yours sincerely,

(Kavita J Sable)