

JOB OBJECTIVE :

To secure a Clinical Trial Coordinator position or similar role to utilize my expertise and attention to detail to support the successful execution of clinical trials.

Contact:

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EDUCATION

• *Cranfield University, Bangalore*
Postgraduate Certificate (Clinical Research), Nov 2019

• *Bangalore University, Bangalore*
BSC (Microbiology), April 2013

ADDITIONAL RELEVANT EXPERIENCE :

Computer Experience: MS Excel and Basic knowledge of Macros, Proficient in MS word, MS PowerPoint, MS teams and Outlook Management

LANGUAGES KNOWN :

Native Tongue: Tamil

Proficient: English, Kannada, Telugu, Hindi

PERSONAL INFORMATION :

Date of birth: 31 Dec 1990

Gender: Female

Marital Status: Married

Residence:

#5/123, Sankarampalayam,
Minnampalli post,
Karur -639116,
TamilNadu

Sindhu Shanmugam

SENIOR PROJECT SUPPORT COORDINATOR

Profile Summary

- ❖ Sr Project Support Coordinator with 7.2 years of experience in managing the Clinical trial process.
- ❖ Completes a wide variety of technical, logistical, facilitative and central processes that are critical to study success.
- ❖ Provides project administrative support, including planning,
- ❖ Organizing and coordinating responsibilities for Project Leads, Clinical Team Managers and other functional leads on designated projects throughout a study.
- ❖ Maintains procedures, guidelines and documentation, including project records. Assists in preparation or creation of study reports and
- ❖ Supporting team for guidance document customization. Completes quality reviews and demonstrates audit readiness.
- ❖ I have completed BSc in Microbiology and have a Postgraduate Certificate in Clinical Research from Cranfield University.

PROFESSIONAL EXPERIENCE

PPD, BENGALURU, KARNATAKA, INDIA

Designation: Sr. PROJECT SUPPORT COORDINATOR– May 2021 - UNTIL DATE

Responsibilities include:

- ❖ Project administration
- ❖ Management of meetings, and teleconferences
- ❖ Project support
- ❖ Document management
- ❖ Access Management
- ❖ Filing - PPD Files
- ❖ eTAL Management
- ❖ File reviews
- ❖ TMF Compliance
- ❖ Milestone and EDLs Update
- ❖ CTMS – Document/Activity tracking

Other responsibilities include, but are not limited to:

- ❖ Assists with review, coordination and compilation of files and other materials
- ❖ Distributes project documents and supplies
- ❖ Processes and tracks study specific or department documents
- ❖ Performs Central file reviews as assigned and documents findings in appropriate system
- ❖ Organizes and maintains correspondence files and other departmental records
- ❖ Analyses and reconciles project documents, metrics and findings reports within specified timelines
- ❖ Assists with translation materials and translation QC upon request
- ❖ Composes, copies, and distributes communications, reports, documents, and forms
- ❖ Performs mass mailings and communications
- ❖ Maintains vendor trackers
- ❖ Provides accesses to company, client, and vendor systems
- ❖ Assists with project management ad-hoc activities, producing reports or study plan editing
- ❖ Assists with clarification and resolution of findings related to documentation

Designation: PROJECT ASSISTANT SIA NOV 2015 -APR 2018

- ❖ Feasibility and SIA CAS Activities