

## 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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✉ +91-9901889788

## 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

## ACHIEVEMENTS

**Got Employee of month with Consistent performance.**

## SOFT SKILLS

- Multi-tasker
- Quick Learner
- Flexible to Adapt

## 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

## PERSONAL INFORMATION :

**Date of birth:** 31 Dec 1990

**Gender:** Female

**Marital Status:** Married

**Residence:**

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

- ❖ 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
- ❖ Coordinates team conference calls and completes and distributes meeting minutes from internal/client/vendor meetings as applicable
- ❖ Maintains a working knowledge of applicable GCPs, organization and client SOPs and/or protocol-related specifics through professional career development to ensure continued compliance
- ❖ Serves as a resource to the project team

**Designation:** PROJECT ASSISTANT CENTRAL- II MAY 2018 -APR 2021

### **Responsibilities include:**

- ❖ Project administration
- ❖ Subject visit tracking and central investigator payments task
- ❖ Project support
- ❖ Document management
- ❖ Filing - PPD files
- ❖ Access management
- ❖ eTAL management
- ❖ File reviews
- ❖ 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, internal, site file reviews as assigned and documents findings in appropriate system
- ❖ SVT tracking in CTMS and managing CIP task according to financial tab and budgets
- ❖ Organizes and maintains correspondence files and other departmental records
- ❖ Analyses and reconciles project documents, metrics and findings reports within specified timelines
- ❖ Assists with clarification and resolution of findings related to documentation
- ❖ 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

**Designation:** PROJECT ASSISTANT SIA NOV 2015 -APR 2018

- ❖ Feasibility and SIA CAS activities