**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:**

* [**Sindhu.sha31@gmail.com**](mailto:Sindhu.sha31@gmail.com)
* **+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 CORDINATOR– 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

**PERSONAL INFORMATION :**

**Date of birth:** *31 Dec 1990*

**Gender:** *Female*

**Marital Status:** *Married*

**Residence:**

*#5/123, Sankarampalayam,*

*Minnampalli post,*

*Karur -639116,*

*TamilNadu*

* 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
* 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 editiing

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

* Feasibility and SIA CAS Activities

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: BANGALORE

Date:  01-02-2023                                                                                                         Signature