SINDHU.S

Sr PROJECT SUPPORT COORDINATOR

BANGALORE, INDIA

CANDIDATE PROFILE

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.

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Sr PROJECT SUPPORT COORDINATOR

PROJECT SUPPORT SERVICE

EDUCATION

• Cranfield University, Bangalore

Postgraduate Certificate (Clinical Research), Nov 2019

• Bangalore University, Bangalore

BSC (Microbiology), April 2013

PROFESSIONAL EXPERIENCE

PPD, BENGALURU, KARNATAKA, INDIA

Sr. PROJECT SUPPORT COORDINATOR– May 2021 -TILL 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 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

• 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.

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

PROJECT ASSISTANT SIA NOV 2015 -APR 2018

Feasibility and SIA CAS Activities

LANGUAGES

Native Tongue: Tamil

Proficient: English, Kannada, Telugu, Hindi

ADDITIONAL RELEVANT EXPERIENCE

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

Personal information

Date of birth: 31 Dec 1990

Gender: Female

Marital Status: Married

Contact No: 9901889788

Personal email: sindhu.sha31@gmail.com

Residence:

#5/123, Sankarampalayam,

Minnampalli post,

Karur -639116,

TamilNadu