Dinesh Gunjal
dineshgunjal691@gmail.com
8108571425
Mumbai, Maharashtra
https://www.linkedin.com/in/dinesh-gunjal-9567a7a7

CAREER OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

ACADEMIC QUALIFICATIONS

Masters of Management Studies (2020-2022)	Bharati Vidyapeeth's Institute of Management Studies and Research Second Year (Last Semester In Progress) First Year cGPA- 9.81/10 Specialization – Marketing
Bachelor of Pharmacy (2012-2016)	Bombay College of Pharmacy cGPA – 6.67
Higher Secondary School Certificate (2010)	Sanatan dharam Vidyalaya and junior college, Chembur, Mumbai Percentage -59.19% Stream - Science
Secondary School Certificate (2008)	SKP School-Kurla, Mumbai Percentage -68.92%

WORK EXPERIENCE

Forbes Marshall Intern (Marketing) 25th May- 15th July 2021	○ Built Excel Dashboards to present company and transporters monthly performance. ○ Involved in Data Purification, Data analysis and Data Visualization to different stakeholders ○ Communicated with external and internal stakeholders with regards to alignment of processes.
IQVIA Senior Clinical Process Associate (Aug 2016 –March 2021) 4.7 YEARS	○ Involved in digitization of clinical trial inform consent forms for the sites globally. ○ Enhance documents with web capabilities using HTML. ○ Involved in mentoring and guiding the new joiners and project managers of US team, India team and The Philippines team with respect to the process knowledge. ○ Experience in content management system platform(CTMS). ○ Distribute processed document to internal project team members. ○ Responding to queries asked by the sponsor and/or sites through the system. ○ Preparation and review of essential document pack for clinical study initiation as per the country's regulatory guidelines (EDP review). ○ To review and track documents required for submission to the regulatory authorities and ethics committee for initiation as well as during the study. ○ Point of contact for study binder services. ○ Prepare clinical study binders customized as per clinical study sites. ○ Perform regulatory start up and maintenance activities according to applicable regulations, SOPs and work instructions. ○ To maintain the database with reports and soft copy of the documents that is required for the site initiation. ○ Ensure accurate completion and maintenance of internal systems, databases and tracking tool with project specific information ○ QC reviewer and SME for electronic informed consent digitization document and study binder services.

	○ Reviewing documents to ensure that the same are compliant with government regulations and protocols and that highest quality products are delivered. ○ Manage the activities of regulatory affairs within the field of responsibility ensuring the implementation of appropriate and effective regulatory strategies. ○ Actively participating in multiple work groups and dissemination information across all levels of departments. ○ Distribution of workload among the team and ensure timely delivery within SLA. ○ Ensuring the quality of the outcome meets the established standards. ○ Assist the team in the preparation, handling, distribution, filing and archiving of documentation according to the scope of work and standard operation procedures. ○ Prepare client deliverable documents using appropriate tools to present to patients visiting clinical trial sites. ○ Assist with completion of relevant clinical trial management system (CTMS) fields, databases, tracking tools, timelines, and project plans with project specific information. ○ Interaction and presentation to internal and external clients as required. ○ Proof documents to company standards using multiple levels of quality control. ○ Provide product support to a growing list of global clients. ○ Work to meet team goals as well as individual goals.
Certifications and Licenses	○ Pharmacist, Maharashtra State Pharmacy Council. ○ Current regulatory requirements for conducting clinical trials in india for investigational new drugs/new drug (TOPPER), CDSA. ○ Advance Microsoft Excel, Tata Steel. ○ MS Office, Tata Steel.

TATA STEEL
WeAlsoMakeTomorrow

TATA STEEL
Digi-Shala
Learn · Innovate · Perform

CERTIFICATE

is presented to

Dinesh Kamlakar Gunjal

for successfully completing the Elearning program on

Advance Microsoft Excel

08-07-2021
DATE

JAYA SINGH PANDA
Chief Learning & Development

TATA STEEL
WeAlsoMakeTomorrow

TATA STEEL
Digi-Shala
Learn · Innovate · Perform

CERTIFICATE

is presented to

Dinesh Kamlakar Gunjal

for successfully completing the Elearning program on

MS Office

01-06-2021
DATE

PRAKASH SINGH
Chief Capability Development