**RESUME**

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**Carrier Objective :**

* Seeking a position to utilize my experienced skills and abilities in a reputed organization which encourages creativity and offers an opportunity to learn and develop both in professional and personal life.

**Core Competencies**

* Knowledge of ICH guidelines, GCP and GLP guidelines.
* Proficient in OC database and mEDC
* Understanding On CDM SOP's
* Strong written and oral communication skills.
* Tools Worked on Oracle Clinical v 4.5, and mEDC v2.3.

**Professional Summary:-**

* Having Over all 4+ years as **Data Entry Operator**. I have worked for **"Kasturi & Sons Ltd" (The Hindu)**  as a "Data Entry Executive" and also a " Customer Feedback prior, and Join in **MakroCare Clinical Research Limited** as **"Clinical Data Entry Associate**" in **Clinical Data Management, and CCG-A Clinical Consulting Group (New Delhi),**

**Professional Experience:-**

* Worked With **"MakroCare Clinical Research Limited**" as "**Clinical Data Entry Associate**" From December 2014- Jan-17 ( Clinical Data Management)
* Worked With **“ CCG-A Clinical Consulting Group** (New Delhi), As **Clinical Data Entry Associate**, One Month Project From May 2017-June-2017
* Previously Worked with **"Kasturi & Sons Ltd" (The Hindu)** as "**Data Entry Executive**" From 14-Feb-2011 to 30-Sep-2013, ( Circulation Department)

Makrocare

**Data Management:-**

* Protocol review
* Data Management Plan
* CRF Receipt and Tracking of Missing/ Pending Pages/Maintaining Transmittal Form,
* Pre-Entry Review of CRF's
* Data Entry **(**Single and Double Data Entry Process)
* Data Reconciliation
* Manual Review CRF's and Page Review
* Data Cleaning Activities
* Study Documentation
* Data Entry Screen Testing
* Manual Review of CRF’s
* Double Data Entry Process

**Job and Responsibilities:-**

* Ensure all CRF’s sent from the sites are received & tracked properly.
* Efficient tracking of received CRF’s and the documentation of the same
* Ensures data entry in the clinical database as per the project specific guidelines and procedures.
* Responsible for Data entry with >90% accuracy
* Validation of data entry screens
* Ensures Data entry as per scheduled timeline (TAT)
* Archiving of all the CRFs received from the sites

**Technical Skills:-**

* Good Exposure on Ms Office, Fundamentals of C and Oracle Clinical 4.5.1

**Educational Background:**

* SSC (Model Public School), Hanamkonda, Warangal Dist (1998 )
* I.T.I, (Diesel Mechanic ) Sri Venkateshwara Industrail Training Institute, N.T.R Nagar, L.B.Nagar, Hyderabad, Ranga Reddy Dist , (1999-2000)
* Degree (B.A), (S.P.P), Kakatiya University Hanamkonda, Warangal Dist.(2003-2005)
* Post Graduation. M.A (S.P.P), Osmania University, Hyderabad (2009-20011)

**Personal Summary:**

Date of birth : 06th March 1980

Father’s name : Niranjan Reddy Kota

Mother’s name : Vijaya Kota

Nationality : Indian

Language proficiency : English, Telugu and Hindi

Marital status : Unmarried

Address : Door.No.5-14-49/3/1,

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