Tabish Shaikh

Mumbai, India

Ph. +919819684749

**To whomever it may concern**

Respected Sir/Madam,

Right from the nascent stage of my professional career, I have realized that Pharmaceuticals with its array of products and services are my calling. I say “professional” because I have worked steadily throughout college, gaining valuable experience that enables me to present to your team a wide array of skills and abilities.

I get excited about working in this industry, understanding its business, research and development needs. This is why I would like to pursue a career in the same and working as part of your esteemed team.

Other highlights in my background that may interest you

* A professional demeanor.
* Eager, curious and quick learning abilities.
* “Team player” attitude and spirit.
* Although my resume is attached herewith, it cannot fully profile me as an individual. This can only be accomplished in a face-to-face meeting where we can exchange information and examine whether there might be mutual interest. I thank you for your time and consideration, and I look forward to meeting with you soon.

Sincerely,

Tabish Shaikh

**Tabish Shaikh**

Email:tabish\_sh11@hotmail.com | Mobile: 9819684749

**OBJECTIVE**

To present myself as eligible to take up a position in an organization which will challenge my knowledge in the development and management of the same.

**Academic qualification**

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| **Degree and Date** | **Institute** | **Major and Specialization** |
| Bachelors in Bio Chemistry | Mithibai College of Science | Bio Chemistry  (2009-2012) |

**Professional qualification**

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| Degree | Post-graduation diploma in Clinical Research |
| Course Duration | 1 year |
| Institute | C. B. Patel Research Centre(Mithibai college) in Collaboration with KriegerInternational. |

**Experience**

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| Company | **Metropolis Healthcare** |
| Designation | **Executive Projects-Clinical research** |
| Duration | June 2012 – September 2012(Internship) |
| Job profile | **Project Set Up:**  >To Initiate project Set up activities after the project/study awarded to Metropolis, this includes but not limited to;  >Customizing the Test Requisition Forms, Coupons, Workflow.  >Dummy reports for the parameters to be analyzed at Metropolis, Kit letters, Logistics set up for the timely receipt of specimens at Metropolis and ensuring that the project set up is complete prior to first patient specimen  >Submitting draft version to QA -Auditor for approval until final version is approved  **Project Management:**  >Checking Test Requisition Forms and coupons before authorization of reports.  >Releasing the reports within TATs  >Arranging camps, home visits of the project patients with respect to project requirement  >Arranging specimen pick up through Metropolis logistic personnel or through courier tie up company.  >Coordination with sister labs or collection centers or franchisee with regards to project specimens  >Ensure that kit inventory is updated in a timely manner.  **Project Close Out:**  >Ensuring that all the reports are released on time.  >Appropriate archiving of study documents are Archived with the necessary documentation following project close out  >Generating MIS reports |

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| Company | **United Healthcare India** |
| Designation | **Quality analyst** |
| Duration | November 2012- July 2013 |
| Job profile | The Major Activity included Quality Checking medical reports (Biochemical tests and various other clinical tests), maintaining 100% TAT Compliance, sending Daily MIS to clients, maintaining 0% Irregularities.  >Pertaining to Quality Check and activities involved in QC.  >Checking if reflexive medical tests are performed  >Rectification of incorrect ECG’s and TMT’s  >Performing Corrective actions for raised BP and Pulse  >Pertaining to irregularity, response time & Closure, Issue Fitness Status/Summary.  >Pertaining to SLA (Service level agreement), Tracking, monitoring &Corrective Measure on DC performance.  >Pertaining to Online Updating in the system, DC Orientation.  >Pertaining to Fraud prevention & risk management |

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| Company | **Sanofi India Limited** |
| Designation | Training in Regulatory affairs and Medical Informatics  Permanent post-Clinical project assistant |
| Duration | From September 2013 till date |
| Job profile | The Major Activity included working in liaison with Medical Advisors-  >KOL management  >Identifying, categorizing and compilation of medical information according to global requirement  >Performing Bibliographic searches for Medical advisors  >Generating Established Product Report for global submission  >Literature search and Power point presentations for Medical Advisors  >Handling medical queries and mails  >Reporting Adverse events by co-ordination with Pharmacovigilance team  >Handling Medical MIS and generating quarterly reports  >Generating monthly reports  >Yearly reconciliation for Global submission of Medical Information  >Follow up of Medical queries pertaining to timelines  **Regulatory Affairs**  >Labelling- Creation and finalization of Package inserts for submission to DCGI  >Post approval variation of drug products for submission to DCGI  >Preparing Export license application for submission to CDSCO  >Preparing Import license and reminder submissions to DCGI  > Supporting the preparation of Site registration application and New drug application  **Clinical Project Assistant- Safety Executive**  >Assists the CSO in a review of AE/SAE pages for its completeness.  >Prepare transmittal log for initial and follow up reports  >Follows up with the Monitoring Team (MT) for eSAE approval status.  >Coordinates with the MT for safety queries received in CSU generic safety mailbox.  >Ensures distribution for all queries to the respective MT and resolution in a timely manner.  >Extracts and posts the Dear Investigation Letters (DILs) from GPE e-Room under supervision of CSO.  >Assists in preparation of the Indian origin CIOMS received from APH to the MT.  >Prepares Information table(s) for CIOMS of Indian origin.  >Files the CIOMS, DIL tables, GPE acknowledgements, SAE reports etc. and maintains the safety files in an organized and updated manner.  >Ensure reconciliation of the safety line listing database with APH team on an on-going basis.  >Assists the CSO in preparation of safety presentations for Investigator Meetings, monitoring team trainings etc.  >Follows up with MT for DRF PV query resolution within timelines.  >Provides on-going support to MT for archival of safety data. |

**Technical skills**

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| Operating system | Microsoft windows |
| Applications | MS word, excel, Power-point |

**Personal Details**

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| Date of Birth | 21-Feb-1989 |
| Nationality | Indian |
| Gender | Male |
| Marital Status | Single |
| Postal Address | 2A/402, Condonium appartements, Buliding no 2, opposite Quarter deck restaurant, Ratan nagar, 4 bunglows andheri west, Mumbai -53 |

**EXTRACURRICULAR ACTIVITIES**

* Kshitij Committee Member For Performing Arts.(2009)

**INTERESTS**

* Swimming and Functional training