

S Harshitha

TMF Document Reviewer

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India

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Education

August 2017 – August 2021 **Bachelor of Engineering in Biotechnology**, *P A College of Engineering*, Mangalore, Karnataka
Graduated with a CGPA of 8.5

Work Experience

Sep 2023 – Present **TMF Document Specialist**, *IQVIA*, Kochi, Kerala

- Managed document processing and ensured compliance with regulatory standards using eTMF platforms such as Veevavault, Wingspan, and Clinevo.
- Collaborated effectively with internal and external teams to facilitate smooth communication and support audit and site closeout activities.
- Demonstrated strong leadership skills by delegating tasks and ensuring optimal team performance.

Sep 2022 – Sep 2023 **Site File Admin**, *IQVIA*, Kochi, Kerala

- Maintained documents in compliance with ICH-GCP and company procedures, ensuring accuracy and completeness.
- Developed and implemented an automated SharePoint tracker, resulting in increased efficiency and reduced processing time.
- Produced various reports and trackers using Microsoft Excel, demonstrating proficiency in data management.

Internships

Jan 2022 – Feb 2022 **Research Intern**, *K-Tech Innovation Hub*, Mangalore

Conducted research on eco-friendly materials for napkin production, contributing to sustainable development initiatives.

Courses

Advanced Program in Clinical Research & Management, *CLINI INDIA*

Lean Practitioner, *IQVIA*

Skills

- Strong Attention to Detail
- Effective Communication
- Regulatory Compliance
- Fast Learner
- Time Management
- Team Collaboration