

# ASWATHI E C

MICROBIOLOGIST AND CLINICAL RESEARCH - eTMF



## CONTACT

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**VISA Status:** Visiting

## PERSONAL

DATE OF BIRTH: 16-OCT-1992  
GENDER: FEMALE  
MARITAL STATUS: MARRIED  
NATIONALITY: INDIAN

## CAREER OBJECTIVE

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Seeking for a challenging career in a progressive organization offering the opportunity for contributing my skills and services to the success of the company and expand my learnings, knowledge and skills

## MAJOR SKILLS

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- Working knowledge on Clinical trial Tools- eTMF
- In-depth knowledge of applicable regulations guidelines- Good Clinical Practices, Good Documentation Practices.
- Solid knowledge of medical and clinical terminology.
- Strong working knowledge of essential documents including Protocols, Informed consent forms, CRF and Trial related financial agreements.
- Knowledge and skills with word processing, spreadsheet etc.
- Media preparation for microbial culturing.
- Staining and Microscopy.
- Isolation and culture techniques for microbes.
- Biochemical tests & Antibiotic sensitivity testing.
- Chromatography, DNA isolation and Electrophoresis.
- Water quality analysis by MPN method.
- Microbial analysis of food & Chemical analysis of water

## LINGUISTIC ABILITY

ENGLISH  
MALAYALAM  
HINDI  
TAMIL

## STRENGTH

POSITIVE ATTITUDE  
FAST LEARNER  
GOAL ORIENTED  
TEAM WORK

## EMPLOYMENT HISTORY

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### **IQVIA – MANPOWER CONTRACT**

**DATA OPERATIONS ASSOCIATE 1M - 2022 to 2023**

- Delivery capabilities (Indexing, File Review, Quality Check)
- Raise issues/ Queries - send it to SPOC (Via Email) and follow up for resolution
- Engagement/ training (Compliance with all mandatory trainings- departmental and role specific.
- Analysis of various clinical trial documents uploaded in eTMF.
- Performs study documentation in accordance with SOPs, Working instructions (WI), GCP, ICH Guidelines and Study specific TMF Plans.
- Document indexing within the eTMF system that adds unique document identifiers or metadata to enable rapid document retrieval.
- Performs File Review and QC of documents submitted after indexing in eTMF to resolve any issues identified.
- TMF Migration and TMF Deletion Projects.
- BIOGEN project- File review and Indexing.
- ABEONA project- Document uploading and Indexing
- TAIHO MIGRATION- Downloading, Uploading and Indexing of documents, raising queries regarding the uploaded documents.
- RDS Virtual Deletion & RDS Ghost Deletion
- RDS Remediation Ghost- Document Restoring and Resolving AIs
- Biothera - Indexing
- Nurix Project- Indexing and Quality Check.

### **GURUDEV ARTS AND SCIENCE COLLEGE**

**ASSISTANT PROFESSOR 2018 -2019**

- Teaching - Microbiology
- Lab work monitoring – Microbiology

## ACADEMIC QUALIFICATION

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- Master of Science In Applied Microbiology  
VIT University Vellore 2016
- Bachelor of Microbiology Kannur University 2014
- Higher Secondary Examination 2010
- SSLC 2008

## ADDITIONAL QUALIFICATION

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- Hospital Management and Administration -  
Avodha Kochi
- Advanced Program in Clinical Research and  
Management – Clini India Bangalore

## ACHIEVEMENT

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- VIT Merit scholarship for 'Best Academic Performance'  
during 2015- 2016

## MAJOR PROJECTS IN CAREER

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- Bioremediation of Remazol Brilliant Blue Dye using  
Bacteria.
- Antioxidant and Safety Assessment of Turbinariaornata.
- Probiotic fermentation of Daucuscarota  
using Lactobacillusplantarum.
- Antimicrobial, antioxidant and Antidiabetic  
activity of endophytic fungi. (Duration: 6 months,  
Venue: VIT University Vellore)Sharjah aviation

## DECLARATION

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I hereby certify that the above cited information is true and correct to the best of my knowledge and belief.

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