JOLLY OSWIN I

CLINICAL RESEARCH COORDINATOR – ENTRY LEVEL

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PROFESSIONAL SUMMARY

Ambitious B.Pharm graduate transitioning from Formulation R&D to Clinical Data Management, backed by strong experience in controlled documentation, data accuracy, SOP authorship, audit readiness, and cross-functional collaboration in a regulated environment. Possesses a solid understanding of clinical data workflows, medical terminology, and compliance aligned with CDM standards. Demonstrates strong analytical, documentation, and quality-focused skills with a proactive approach to learning CDM tools and processes, aiming to build a progressive career in Clinical Data Management.

CORE SKILLS

Data & Documentation Management:

Clinical data entry, medical terminology, source document review, data accuracy and quality checks, log maintenance, scanning, indexing, trial master file (TMF/ISF) support, file administration, data cleaning, and record reconciliation.

Quality and Compliance:

Regulatory knowledge (Schedule M, WHO, ICH-GCP), GMP/GVP compliance, SOP drafting and adherence, protocol compliance, data integrity, documentation management, audit readiness, and scientific reporting.

Technical Skills:

MS Excel (basic formulas, data tracking), MS Word, PowerPoint, computer proficiency, electronic documentation handling, and laboratory operations.

Soft Skills:

Teamwork, adaptability, problem-solving, organizational skills, time management, attention to detail, and cross-functional communication.

PROFESSIONAL EXPERTISE

Formulation Research and Development Chemist

Stedman Pharmaceuticals Private Limited. Chennai, April 2024 – Present

- **Data Integrity & Scientific Reporting:** Maintained high-quality documentation for over 25 product development projects, ensuring the accuracy and integrity of all scientific data and records for future reference and audits.
- **GMP & Compliance Mastery:** Authored 2 new Standard Operating Procedures (SOPs) and managed the revision and update of over 30 existing SOPs, strictly adhering to GMP and internal quality systems and regulatory requirements, essential for maintaining clinical data standards.
- **Process Analysis & Critical Assessment:** Conducted continuous improvement studies on formulation processes, leveraging analytical skills to identify discrepancies and increase efficiency by an estimated 20%.
- **Regulatory & Safety Documentation:** Supported process and documentation improvements by analyzing data trends, contributing to enhanced efficiency and quality of records and reporting.
- **Logbook & Record Maintenance:** Managed and meticulously maintained instrument and laboratory logbooks, ensuring accurate logging of calibration, usage, and maintenance for compliance and audit purposes, demonstrating structured, traceable data handling.
- **Cross-Functional Compliance & Data Flow:** Collaborated with QC, QA, Manufacturing, Stores, and Regulatory Affairs to ensure seamless documentation, material traceability, and adherence to quality standards across the product lifecycle—a key skill for managing clinical data streams.

Pharmacy Assistant

Matha Medicals. Kanyakumari, January 2024 - March 2024

Medication Accuracy & Compliance: Ensured accuracy in dispensing prescription medications and maintained proper documentation of transactions, reinforcing precision record-keeping discipling relevant to clinical data handling.

Patient Interaction & Safety Communication: Communicated dosage instructions, safety information, and medication guidance to patients, demonstrating clarity in communication and responsibility valuable for interpreting medical terminology and documentation in CDM.

ACADEMIC PROJECTS

Evaluation of Green Synthesized Nanoparticles for Pharmacological Activity

Focus: Biosynthesis and pharmacological evaluation of Silver and Magnesium Oxide Nanoparticles using *Kalanchoe pinnata*.

Compliance & Ethics: Presented study protocols for review and approval to the Institutional Animal Ethical Committee (IAEC), reinforcing understanding of ethical standards compliance and structured documentation practices.

Data Management & Analysis: Maintained structured data records of experiments, ensuring accuracy traceability and scientific validity.

Dissemination: Presented research findings at International Conferences and secured publication in two peer-reviewed scientific journals (ISSN 2249-7781 and 2394-3211).

Key Findings: Confirmed size, charge, and morphology (UV, FTIR, DLS, SEM). Exhibited strong antibacterial activity and anti-inflammatory potential (76.59% inhibition).

EDUCATIONAL CREDENTIALS

Bachelor of Pharmacy (B. Pharm) 2019 – 2023

CGPA –7.77 | PPG College of Pharmacy, Coimbatore

Higher Secondary Education (HSC) March-2017
Grade-72.6%| CSI Boys Higher Secondary School, Coimbatore

AWARDS AND CERTIFICATIONS

Research Project Concept Award March 2024
Association of Pharmaceutical Teachers in India (APTI) – Tamilnadu Branch.
Recognized for the innovation and scientific merit of the research concept presented.

Inclusive Leadership Certificate May 2020
LinkedIn.

LANGUAGES

Tamil (Native), English (Full Professional Proficiency), Malayalam (Intermediate)

ADDITIONAL INFORMATION

- Immediate joiner
- Open to Gurgaon / Pune locations
- Willing to work at clinical trial sites and flexible with working hours