

## **CURRICULUM VITAE**

Mrs. Rutuja Girish Madnoorkar  
(Bsc.Biotechnology, Msc. Nutrition & Health communication)

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### **PROFESSIONAL SUMMARY**

Responsible and Dedicated Clinical Research Co-ordinator with Experience of Phase II to IV Clinical Trials. Worked in Different Therapeutic Areas like Neurology, Dermatology, Respiratory, & Hematology Trials. Passionate & Motivated with Drive for Excellence. 1 Year & 1 month of Experience in the Healthcare and Patient Services, Skilled in Patient Counseling and having Strong Educational Background.

### **PROFESSIONAL QUALIFICATION**

NAME OF INSTITUTION	LOCATION	DEGREE	YEAR	PERCENTAGE
Sadhana High School	Degloor	SSC	Jun 2014	75.20%
Degloor college degloor	Degloor	HSC	Jun 2016	54.62%
Deogiri college	Aurangabad	Bsc. Biotechnology	Jul 2019	70.94%
Shreemati Nathbai Damodar Thackersey Women's University	Pune	Msc. Nutrition & Health Communication	Jul 2021	75.33%

### **PROJECTS**

SR.NO.	PROJECT TITLE	YEAR OF COMPLETION
1.	Analysis of protein from germinating seeds of pigeon peas treated with inorganic fertilizers.	Feb 2019
2.	To assess awareness regarding anemia among adolescent girls of Degloor city District. Nanded of Maharashtra state, India.	Jul 2021

### **CERTIFIED COURSES**

1.	Advanced Program in Clinical Research & Management	Year 2022
2.	Clinical Data Management	Year 2021
3.	Good clinical practice (ICH-GCP)	Year 2021
4.	Business Analysis	Ongoing

### **CLINICAL RESEARCH EXPERIENCE**

INDICATION OF TRIAL	CLINICAL PHASE OF TRIAL (I-IV)	ROLE IN TRIAL
Diabetic Neuropathic pain	II/III	Clinical Research Co-ordinator
Covid-19	III/IV	Clinical Research Co-ordinator
DRL-Livitol	II	Clinical Research Co-ordinator
Stroke	II	Clinical Research Co-ordinator
Neuropathic Lower Back Pain	IV	Clinical Research Co-ordinator
Atopic Dermatitis	IV	Clinical Research Co-ordinator

**Company: Aurangabad Health Care & Research LLP**  
**Designation - Clinical Research Coordinator**  
**(Oct 2021 to Nov 2022)**

**JOB DESCRIPTION:**

- ✓ Primary responsibility is to screen, enroll and follow the study subjects ensuring protocol compliance following good clinical practices.
- ✓ Proficiency in identifying screening/enrollment barriers.
- ✓ Creating study specific tools for source documentation when not provided by sponsor.
- ✓ Ensure scientific integrity of data and protect the right, safety & well-being of patients enrolled in clinical trials.
- ✓ Track and report adverse events and trial related serious adverse events and deviations.
- ✓ Management of PK sample timings as per the protocol. Participation in informed consent process.
- ✓ Complete Paper and electronic Case Report Forms in an accurate and timely manner.
- ✓ Proficient in Resolving data related queries as per stipulated timeline.
- ✓ Keep track of drug supplies & update trial master file.
- ✓ Manage collection, handling and storage of samples and IP.
- ✓ Perform quality assurance reviews of data prior to monitoring and audits.
- ✓ Handles AE/SAE of ongoing studies.
- ✓ Update accurately EC Notifications for site & Ethics committee.

**SKILLS**

- ✓ Proven ability to perform work quickly and with high quality.
- ✓ Excellent organizational skills and demonstrated ability to complete the detailed work accurately.
- ✓ Strong work ethics, Systematic approach in tasks and meticulous attention to detail.
- ✓ Ability to anticipate the future problems.
- ✓ Comfortable with managing multiple projects simultaneously with ability to switch focus between projects quickly.
- ✓ Excellent oral and written communication skill.
- ✓ Computer Literacy (MS Word, MS-Excel & Power Point).
- ✓ Proficient in handling EDC- Clinion, Octalsoft, Codeangelo, IWRS, Oracle

**EXTRA-CURRICULAR & OTHER ACTIVITIES**

- ✓ Organized a campaign as a part of communication with communities to educate vulnerable community about importance of Nutrients in their daily diet.
- ✓ Organized Social Marketing and Health Campaign event on awareness about PCOS (polycystic ovarian syndrome) in females.
- ✓ Volunteered for Play for peace organization.
- ✓ Organized Event & Achieved certifications in Various Curricular activities.

**CONFERENCE WEBINAR/SEMINAR ATTENDED**

- ✓ Participated in the seminar of National Symposium on UHC Day Advocacy 12 Dec 2019
- ✓ Participated in national webinar series on holistic approach towards COVID-19, June 2020.
- ✓ Participated in the webinar of Healthy step towards “safe & nutritious food”, 12 June 2020.
- ✓ Participated webinar of Healthy Diet Tool. Jul 2022
- ✓ Participated in the webinar to understanding metabolic disorders in pediatric population.

**PERSONAL INFORMATION**

<b>Date of Birth</b>	18-Jul-1998
<b>Permanent address</b>	Flat no. 202, Urban Woods Apartment-yogi park Baner. Pune, Maharashtra, 411045.
<b>Language known</b>	Marathi,Hindi,English
<b>Key Strength</b>	Self-motivated, Positive attitude, Quick Learner, Good team worker, Flexibility & Adaptability
<b>Hobbies</b>	Trekking, Travelling, cycling

**DECLARATION**

I hereby declare that the particulars given herein are true to the best of my knowledge and belief.

Rutuja Girish Madnoorkar