

## COVERING LETTER

Dear Sir,

I write today in response to your post, available at your esteemed centre. I am very enthusiastic about this opportunity, and have attached my resume for your review.

Presently working in Raghu College of Pharmacy Visakhapatnam as Assistant Professor. I have completed my Masters Degree in Pharmaceutical Bio technology from Jawaharlal Nehru Technological University, India and have 3 years working experience as Lecturer and 6 years as a Clinical Research Associate for BA /BE studies in a CRO located in India and also worked as an Online CR Trainee position at Pharma Tutor Edu labs under a project with LSSSDC.

As a lecturer I have experience in Pharmaceutical microbiology, Pharmacology and Bio Chemistry subjects and GCP guide lines related to BA/BE studies.

Please accept my resume and this covering letter for consideration and contact me at +91 – 8142609009, to arrange a meeting to discuss the details. I very much look forward hearing from you and thank you for your time.

Sincerely,

J. Aruna Kiran

Enclosure: Resume

## **RESUME**

**J.Aruna Kiran**  
M.Pharm

**Email:** arunakiranj@gmail.com  
**Mobile:** +91-8142609009

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### **Objective:**

I am seeking challenging environment where in my skills can be best utilized towards achieving Organizational goals.

### **Professional summary:**

- Review prescriptions before dispensing to patients.
- Communicate with prescribers and counsel patients.
- Ensure health and safety of patients.
- Perform administrative tasks.
- Reviewing and documentation of Patients Clinical Case Reports.
- Fluent knowledge of concepts of Good Clinical Practices (GCP) and ICH guidelines.
- Comprehensive knowledge in guidelines of regulatory bodies like DCGI, US-FDA, ANVISA BRAZIL, TGA-Australia and UK-MHRA.
- Faced US-FDA, UK-MHRA and BRAZIL-ANVISA audits.

### **Professional Experience**

- Working as Assistant Professor in Raghu College of Pharmacy Visakhapatnam from December 2023 to till date.
- Worked as an Online CR Trainee position at Pharma Tutor Edu labs under a project with LSSSDC in year 2022.
- Worked as Clinical Research Associate in AXIS Clinicals Limited Hyderabad for BA/BE studies from May 2006 to March 2012.
- Worked as Lecturer in Nirmala College of Pharmacy, Mangalagiri Guntur during 2004-2006.
- Worked as Lecturer in Sri Venkateswara College of Pharmacy, Vijayawada during 2003-2004.

## **Areas of Interest**

- Pharmacist
- Clinical Research Associate

## **Academic Qualifications:**

- **Post Graduation:** Professional Master Degree in Pharmaceutical Biotechnology from JNTU University – AP. in 2010.
- **Graduation:** Professional Degree in Bachelor of Pharmacy from Andhra University – AP. in 1999.
- **Intermediate:** Board of Intermediate Education from BHHG junior college Guntur – AP
- **S.S.C:** Secondary School of Education from St. Ignatius English Medium School Guntur- AP.

## **Job Description:**

- Assistant Professor
- Clinical Research Associate

## **Clinical Profile**

- Coordination with all the study personnel during study.
- Monitor all the study related activities with compliance to the Protocol, Synapse, SOP's and regulatory requirements.
- Proper compilation and review all study related documents.
- Reviewing drug related information.
- Handling of Investigational products include- drug receipt, dispensing and archival of the drug products
- Design of ICD's (Informed consent documents), CRF's (Case report forms) and other protocol related documents.
- Ensuring the functioning of instruments, verifying the calibration status and maintenance.
- Informed consent procedure, check-in, check-out, Blood sample collection monitoring.
- Analyzing and reporting protocol deviation.
- Identify, assist and report SAE's (Serious Adverse Events).

- Preparing clinical reports following E6 or E3 guidelines based on sponsors requirements.
- Ensure smooth conduct of the clinical phase of the study, responding to QA Audit finding (both in process and retrospective).

### **Highlights of abilities and accomplishments**

- Ability to work individually and in teams.
- Ability to adapt to a changing environment.
- Strong ability in handling any pressured situation.
- Actively participated in US-FDA, UK-MHRA, Brazil-ANVISA, India-DCGI and Sponsor related audits.
- Sound knowledge of ICH/GCP guidelines.
- Good written and oral communication skills.

### **Computer Skills**

Operating System : Windows 10

Packages : MS Office, (MS Word, M.S Excel) and Internet

### **Personal profile**

Husband's Name : P. Anil Babu

Marital Status : Married

Date of Birth : 24<sup>th</sup> August 1977

Nationality : Indian

Languages : English, Hindi & Telugu

Address : D.no.23-18-12/1,  
Seetharamnagar, B.C.Road, NewGajuwaka,  
Visakhapatnam -26.

### **Declaration**

I hereby declare that all the above mentioned information is correct and true with the best of my knowledge and I shall be deemed responsible for any wrong information provided.

J.Aruna Kiran