



Farheen Taj

Drug safety associate

Ms. Farheen Taj is a safety associate in the unit of J&J pharmacovigilance at IQVIA. MS. Farheen Taj joined IQVIA in 2019 and has been serving as a safety associate. Current responsibilities include case processing (case data entry, labeling, approval numbers, manual Coding, narrative writing,) under mentoring and resolving queries with the LSO and POC. Completing the case processing and tracking of cases to meet the regulatory compliance and PVA compliance. Discussion of Standard Operating Procedures, work instructions and guidelines to be updated of the process and participation in inspection and audits as required. Completion of all trainings well before the deadlines. Ms. Farheen Taj completed bachelor of pharmacy (B.PHARM) in karnataka college of pharmacy, Bangalore

Date of Birth: 17-OCT-1994

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CURRICULUM-VITAE

Education

[Noble Saint English school, India]

Last Date Attended : 04/2012

Education Level/Degree: secondary school of certificate

Area of Study: Bangalore

Completion Status: Completed

Florence PU College, India

Last Date Attended: 03/2014

Education Level/Degree: intermediate

Area of Study: bangalore

Completion Status: Completed

karnataka College of Pharmacy Bangalore, India

Last Date Attended: 05/2018

Education Level/Degree: Bachelor of Pharmacy

Area of Study: pharmacy

Completion Status: Completed

AREAS OF INTEREST:

Pharmacovigilance

- *Qualitycontrol (QC)*
- *Qualityassurance (QA)*
- *Regulatory affairs*

WORK EXPERIENCE

IQVIA DRUG SAFETY ASSOCIATE

28-JAN-2019–28-JAN-2021

1. Initial receipt. Database searches as necessary. Registry and Triage incoming cases to determine seriousness for prioritization of daily workflow.
2. Completion of literature searches as necessary.
3. Completion of case processing (case data entry, labeling, approval numbers, manual Coding, narrative writing,) and quality review.
4. Clarification of unclear or illegible information from the Local Safety Officer or Call Centre and customer communication as per the project requirement.
5. Discuss source documents, coding conventions and ad-hoc queries with Pharmacovigilance Physician
6. Completion of protocol request forms as necessary.
7. Preparation of deviation memo as necessary.
8. Request deletions | Admin edit requests as necessary
9. Single case unblinding.

Address:

#1013, 6th cross, Hegde Nagar
 Opposite to Bharath petrol bunk
 Dr SRK post, Bangalore-560077
 Karnataka

PersonalData

Father'sName: Mohsin pasha

Sex: Female

Marital Status: Unmarried

LanguagesKnown:

English, Kannada, urdu,
 Hindi

NATIONALITY:INDIAN

Hobbies

Playing badminton
 Listening music
 Reading books

10. Other Case processing related activities (e.g. review of consistency checks. reconciliation etc)

SKILLS

- - Knows how to operating MS word, Ms excel
- **Active listening.**
- **Communication.**
- Computer skills.
- Customer service.
- **Interpersonal skills.**
- Leadership.
- Management skills.
- **Problem-solving**



