**HETVI NISHAR**

Happy home society,401 Vatsalya, Vile Parle (East),Mumbai 400057

[hetvinisar257@gmail.com](mailto:hetvinisar257@gmail.com) | +91-8879021103

**EDUCATION**

**Bachelors in Pharmacy** **Aug 2010 – May 2014**

Dr. Bhanuben Nanavati College of Pharmacy

**H.S.C July 2008 – May 2010**

Mithibai College

**HIGHLIGHTS**

* Proven track record of both attracting and maintaining clients in the healthcare industry
* Excellent verbal and written communication skills honed over the years of work experience
* Extensive training in corporate integrity and proper interactions with healthcare professionals
* Strong background in FDA Drug Safety guidelines
* Technical expertise along with the ability to demonstrate core competence for analyzing and problem solving in multiple pharmaceutical and marketing aspects

**WORK EXPERIENCE**

**TATA CONSULTANCY SERVICES, MUMBAI - SENIOR PROCESS ASSOCIATE Dec 2016 – Sept 2017**

* Perform quality checks on all types of cases to ensure information reported to client is complete and accurate.
* Review queries and provide solutions regarding patient cases
* Provide training/mentoring to juniors
* Prioritize and manage multiple cases to ensure expedited cases are processed within definitive timelines
* Assign new cases among the teams and manage the team ensuring timely completion of daily activity of the team
* Maintaining case timelines as per clients requirements
* Review and evaluate AE case information to determine validity of a case, seriousness and expeditedness as per client and internal policies and procedures

**TATA CONSULTANCY SERVICES, MUMBAI - JUNIOR PROCESS ASSOCIATE Sept 2014 – Nov 2016**

* Well versed with working on ArisG Safety Database
* Narrative writing and case assessment for adverse events reporting
* Guiding the case assessors to process the cases in accordance to the client requirement
* Provide solutions related to case processing problems as encountered by case assessors
* Provided guidance on adhering to appropriate FDA guidelines while processing adverse event cases.
* Analyze and Interpret Spontaneous and Solicited Adverse Event Reports received from Health Care professionals, Consumers, Patients, Regulatory Bodies
* Well versed with using Company Drug Dictionary (CCD) and WHO/DRL Dictionary for product coding

**BOMBAY HOSPITAL PHARMACY, MUMBAI - PHARMACIST INTERN May 2013 – June 2013**

**SOFTWARE SKILLS**

ArisG Safety Database, MedDRA, Microsoft Word, Microsoft Excel, Microsoft PowerPoint