

Rohit Tak

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Career Objective: To assist Projects on Global platform and enhance skill for professional growth.

Executive Digest:

Life Science graduate with Masters in Clinical Research Management.

Nominal Data Management experience with equivalent combination of education.

Understand Data Management practices, Drug development processes, Laboratory and Regulatory requirements, and relational database management software systems.

Understand Medical terminology, clinical data, and ICH/Good Clinical Practices.

Ability to multitask under tight deadlines while providing attention to detail.

Ability to flexible and adapt to change.

Ability to work independently as well as part of a multidisciplinary team.

Assisted for Lab Data Management, Discrepancy management and Laboratory Projects to support Clinical Trial Studies in CAP accredited Central Laboratory environment in pasts.

Ability to learn appropriate software application to achieve desired results.

Understanding of regulated Clinical Trial environment.

Strong organizational, problem-solving, negotiating, written and Interpersonal skills.

Area of Strength:

Relationship Management Strong relationship with Site/Clients and Internal Clients.

Maintain effective working relationships with coworkers, managers and clients competing for attention, services and resources.

Exceeding Site/client expectations and team by motivating to achieve desired results keenly working towards excellence.

Effective time management skills. Ability to manage competing priorities. Good mentoring and training skills.

Proficient in using:

Operating Systems: Window, Linux, Mac, Office Suite: MS Office, G Suite, Libre Office, Audio/Video Editing tools: Pro-tools, Logic Pro X, Adobe Premiere Pro, Final Cut Pro, FL Studio

Work and assistance Chronology:

Self-Employed | Contractual Oct 2009 – Present

Responsibilities: Creative Consultation, Digital Marketing, Client Communication, Social media consultation.

Activities: Technical guidance and Assistance for:

(a) Small business start-up (b) Independent Film makers

Projects:

(a) Writing Documentation, Quality, Supplier and Co-manufacture Expectation, Procedure, SOP, Product Master file Manuals for Greenly FPO a Farmer Producer organization base in Siliguri, Darjeeling, West Bengal. Nov, 2019 to present.

(b) Composer and Sound designer for Short film “Samarpit” by Sangita Motion Pictures. Director Kondaiah Mane. From April, 2019 to June, 2019.

(c) Film “Jungle mai mor – Ode to the unknown” by Nishanthi Evani as Sound designer. From March, 2019 to April, 2019.

(d) Composer and contributor for “Journeys of a Skeleton – Beacon of tolerance” initiative by Alex Sebastian and Jerry Marrota. From Jan, 2019 to March, 2019.

(e) Film Rude Dog Trailer by Roger Slagle as Music composer, Sound editor and technical assistance. From Oct, 2018 to Dec, 2018.

(f) Composed Audio logo and Background Music for Youtube Channel manage by Reena Sharma (Lefrançais monamour, French Tutorial channel and RSKouture fashion designing tutorial channel).

(g) Film DIVIA by Roger Slagle as music composer, Sound editor and technical assistance for cost cuttings From Nov, 2014 to Dec, 2017.

(h) Founded CreativeAntelope Product and Services (OPC) Pvt. Ltd in Feb, 2018 Provides quality innovative products and services in field of Media, Healthcare and Retail e-comm sector.

(i) Assisted Johari Digital Healthcare Ltd, Jodhpur (Rajasthan) as Asst. Marketing Manager From Nov, 2017 to Dec, 2017. Developed, implemented and executed strategic marketing plans for organization and lines of business and brands within organization in order to attract potential customers and retain existing ones.

Support marketing and sales executives in organizing various projects. Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success. Prepare and deliver promotional presentations.

(j) Co-Founded Rollwala Food Outlets and setup complete operation for Restaurant Start-up outlet From Feb, 2017 to Nov, 2017.

(k) Designed Marketing strategy for www.menmyshop.com (car accessories) From Feb, 2014 to Nov, 2017. Lead Social Media marketing, on Facebook, Youtube, Google merchant center, and mentored sales team and set-up office with lowest possible cost in resource requirements, Vendor Management for product supply. Installed Linux Distribution for End User trained Team to use Linux Distribution for Business and Office performance. From Feb, 2014 to present

(l) Edited Handicraft Item photographs for Katrika Impex (Small scale manufacture for fab-furnish) e-commerce web portal and portfolio. From Aug, 2014 to Nov, 2014

(m) Set-up Barbarika Retail Pvt Ltd and Implementing brand strategy for www.hunkyhome.com (e-com) for home decor and retail.

(n) Prepare Lead for List of architecture in Delhi/NCR for Tinka Marble, Chattarpur (Italian Marble Seller). From Aug, 2016 to Sept, 2016

Site Services Specialist I | ICON Clinical Research India Pvt. Ltd | July 2012 to Jan 2014

Responsibilities: Multi-tasking, Negotiation, Relationship Management, Reporting, Project co-ordination, tracking and follow up.

Activities: Provide technical support to Investigator Site, CRA, and Client (Sponsor) in two way business environment with applicable Good Clinical Practice Guidelines and SOPs.

Investigate problems and run sample management reports related with Clinical Study Protocol requirements including collection, shipping, and testing.

Generate, resolve and track queries to address problematic data identified during data review activities and apply proper major or minor modification and correction to the database.

Notify Lab Panics, Lab Alerts, Exclusions and Toxicity levels to protocol designated parties, Investigators, and Clinical Monitor and sponsors as per Study protocol and Standard Operating Procedures.

Coordinating storage and shipment of samples based on protocol specifications.

Track samples and chronology of data by generating reports.

Claim Associates | UnitedHealth Group Information Services Pvt. Ltd | April 2008 – Oct 2009

Responsibilities: Claim Adjudication.

Activities: Work responsibility included manual adjudication of the claim, filed by U.S Physicians. Interaction and communication with other official site for co-ordination.

Academic Credentials:

M.Sc in Clinical Research Management from PRIST University, Thanjavur, Tamilnadu in 2011.

B.Sc in Life Science from Jai Narain Vyas University, Jodhpur, Rajasthan in 2007