

DRJAHANVI SHARMA

Sponsor Contract Specialist 1

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dehradun



As a dedicated Dental Surgeon and Clinical Research Professional, I aspire to leverage my expertise in the healthcare industry by obtaining a Research Analyst role where my skills can contribute to innovative research and improved patient outcomes. With a robust background in clinical trials and contract management, my goal is to support pivotal studies that lead to advancements in medical treatments and technologies. I am committed to continuous learning and applying my knowledge to facilitate groundbreaking discoveries that align with the mission and vision of forward-thinking healthcare organizations.

Professional Summary

- Managed the entire lifecycle of clinical trial contracts, including budgeting, change orders, and final quality control, ensuring compliance and timely execution.
- Developed and implemented efficient credit risk monitoring systems that significantly improved financial reporting accuracy.
- Led cross-functional teams, fostering collaboration and driving successful project completions in a fast-paced environment.
- Expert in regulatory submissions and ethical committee interactions, ensuring adherence to clinical trial protocols and guidelines.
- Trained and mentored new employees in contract management processes, enhancing team performance and productivity.
- Negotiated with stakeholders to resolve complex contract issues, demonstrating strong problem-solving and communication skills.
- Created comprehensive training materials for clinical research coordinators, standardizing procedures and improving study conduct efficiency.

Career Timeline

May 2021 - Nov 2023

Customer Contracts Specialist I
Syneos Health

Apr 2020 - Apr 2021

Credit Risk Monitor
Syneos Health

Apr 2016 - Mar 2020

Sponsor contract specialist
Syneos Health

Jun 2014 - Mar 2016

Clinical Research Coordinator (CRC)
Fortis Escorts Heart Institute

Work Experience

May 2021 - Nov 2023

Customer Contracts Specialist I
Syneos Health

Primary support for contract management and administration within the Global Contract Management team, ensuring high levels of accuracy and efficiency.

- Provided support to the management team and contract analysts for Sponsor contracts group
- Assisted in the preparation of the Budget, Change Order, and Work Order Contracts
- Reviewed and performed final quality control of WOs, COs, and CNFs prior to execution
- Facilitated the initiation and execution of contractual documents signatures with Adobe and DocuSign
- Maintained contract templates, study specific files, and databases
- Assisted internal and external customers with information on Global Contract Management processes and procedures
- Delivered regular reports and updates on the status of Customer contracts

Soft Skills

Leadership

Problem-Solving

Teamwork

Communication

Technical Skills

Statistical analysis

Data analysis

SAS programming

Clinical research

Regulatory compliance

Certifications

- SAS programming

Education

- M.sc in Clinical Research
ICRI, New Delhi (affiliated to Cranfield University, London UK)
- BDS (Bachelor of Dental Science),
Student of the year
DJ College of Dental Sciences and Research (Agra University), Ghaziabad

Languages

English

Hindi

Hobbies

Participating in medical research forums to stay updated on industry trends

Volunteering at health camps to provide dental care and education

Achievements

- Successfully coordinated over 30 site feasibilities, contributing to the timely initiation and execution of clinical trials.
- Developed a patient data collection system for a Phase IV stent study that streamlined AE and SAE reporting, enhancing study reliability and patient safety.

- Generated required administrative reports for Contracts, Finance, and Operations management as requested

Achievements:

Successfully streamlined the contract initiation process, resulting in a 15% reduction in turnaround time for executing documents

Apr 2020 – Apr 2021

Credit Risk Monitor

Syneos Health

Spearheaded the financial risk assessment for public companies, providing crucial insights for decision-making processes.

- Generated comprehensive and commercial credit reports covering public companies worldwide
- Conducted detailed analysis of financial statements, trend reports, and peer comparisons
- Managed the creation of ACW on Spring CM platform

Achievements:

Developed a standardized format for credit reports that was adopted company-wide, enhancing consistency and readability

Apr 2016 – Mar 2020

Sponsor contract specialist

Syneos Health

Oversaw contract management processes, including task allocation and information reporting, to optimize departmental workflow and client engagement.

- Ensured the setup and updates of databases (Salesforce & Team share) and systems
- Allocated tasks to the team and prepared support reports
- Gathered, compiled, and reported information relevant to departmental needs and projects
- Followed up with internal and external Customers on outstanding contractual documents
- Managed assigned contract management processes
- Prepared contracts, budgets, and related documents for clinical trials
- Evaluated and reviewed Customer requested contract changes
- Initiated and participated in Customer meetings
- Prepared assigned PCFs for ROCH

Achievements:

Recognized for outstanding performance in managing contract processes, resulting in a 20% increase in departmental efficiency

Jun 2014 – Mar 2016

Clinical Research Coordinator (CRC)

Fortis Escorts Heart Institute

Managed comprehensive coordination of clinical research projects, ensuring regulatory compliance and effective patient engagement.

- Coordinated with PI and team on site feasibilities and trial processes
- Assisted in Site Selection, Initiation, conducting, monitoring, and Closeout of clinical trials
- Implemented protocols, facilitated EC review and approvals, and managed SMF documentation and queries
- Coordinated subject recruitment strategies and assisted in the informed consent process
- Ensured compliance with approved protocols during screening, randomization, study drug administration, schedule visits, and patient follow-ups
- Maintained and updated Source notes, CRFs, eCRFs, study logs, and DCFs
- Assisted in SAEs reporting to Sponsor and regulatory bodies
- Managed sample collection and shipment to central lab
- Handled all IVRS/IWRS processes
- Independently organized EC and IRB meetings
- Prepared Dossiers and regulatory submissions
- Led BVS stent Study Phase IV, including data collection, AE and SAE reporting, and statistical analysis

Achievements:

Led a pivotal BVS stent Study Phase IV, which was instrumental in gaining regulatory approvals and contributing to the product's market success