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Skills

- Project management and coordination
- Compliance auditing
- Resource allocation
- Ethics leadership
- Patient care coordination
- Team collaboration
- Performance improvement
- Time management
- Problem solving
- Innovative thinking
- Product development
- Budget coordination
- Planning and execution
- Conflict resolution

Education And Training

04/2016
HSC & SSC:
Sandipani Gurukul English And Gujarati Medium
Porbandar
BBA:
Hisopital
C.U.Shah College
Surendranagar

Languages

English: B1

Intermediate (B1)

Hindi: B1

Intermediate (B1)

Gujarati: Native

Native

Sanskrit: A1

Beginner

Certifications &

Clinical Research Courses.

Siddharth Thanki

Summary

Project coordinator specializing in compliance auditing and resource allocation. Demonstrated success in improving team collaboration and driving performance enhancements. Expertise in patient care coordination with a focus on operational efficiency.

Experience

Gokul Hospital - Project Coordinator

Rajkot, India

02/2023 - Current

- Organized patient care meetings to review project updates and assess resource needs.
- Facilitated compliance checks to ensure alignment with hospital policies and regulations.
- Monitored project timelines, initiating follow-ups for timely progress updates.
- Collaborated with multidisciplinary teams to enhance workplace cohesion.
- Reviewed project documentation regularly, communicating findings with relevant personnel.
- Managing the Ethics Committee of Gokul Hospital.
- Farming Ethics Committee from beginning and re-registration.
- Recently, the re-registration of Gokul Hospital was completed.
- Dealing with new projects and trials.
- Handling the PM-JAY desk.
- Coordinating with doctors and managing the oncology department of the hospital.
- Clam settlement on the system and with the SHA team.
- Very good at taking bold steps.
- Coordinated clinical trial activities and ensured compliance with regulatory requirements.
- Managed participant recruitment and maintained communication with study volunteers.
- Facilitated data collection and maintained accurate documentation of study progress.
- Supported investigators in preparing study protocols and reports for submission.
- Monitored study timelines and addressed any issues affecting project milestones.
- Communicated effectively with investigators, study staff, sponsors, vendors, IRB personnel, and other stakeholders throughout the life cycle of the trial.
- Maintained accurate up-to-date tracking logs for all aspects of clinical research activities including but not limited to adverse events.

- Monitored patient safety during clinical trials according to established guidelines.
- Reviewed CRFs for completeness and accuracy before database entry.

FHPL - Grievance Coordinator

Ahmedabad, India

- Completed day-to-day duties accurately and efficiently.

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- Contributed innovative ideas and solutions to enhance team performance and outcomes.
 - Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
 - Prioritized and organized tasks to efficiently accomplish service goals.
 - Collaborated closely with team members to achieve project objectives and meet deadlines.