



VAISHNAVI

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Dubai, UAE

EDUCATION

Bachelor's in Biotechnology

Dr APJ Abdul Kalaam
Technological University
2019

Higher Secondary

Plus two
2015

SKILLS

- Excellent Communication
- Customer Service
- Problem-Solving
- Teamwork
- Safety Awareness
- Cultural Sensitivity
- Adaptability
- Attention to Detail
- Stress Management

LANGUAGE

- English
- Malayalam

PERSONAL DETAILS

- DOB : 28/11/1997
- Gender : Female
- Nationality : Indian
- Marital Status : Married
- Visa Status : Spouse Visa
- Passport : C2508347

CAREER OBJECTIVE

Detail-oriented and organized administrative professional with experience in document control, policy coordination, and stakeholder communication. Currently working as a Admin in Dubai with a previous background as a Clinical Research Coordinator in India. Skilled in maintaining trackers, managing sensitive documentation, coordinating meetings, and ensuring compliance with organizational standards. Adept at multitasking in fast-paced environments with a strong focus on accuracy and confidentiality

WORK EXPERIENCE

Admin- Al Tawkef Center, Oud Mehta, Dubai (Dec 2024 - Present)

- Maintain accurate trackers, organize physical and digital files, and respond to administrative queries
- Draft and maintain agreements and contracts between clients and the company
- Communicate with clients via phone and email to coordinate document requirements and provide timely updates
- Schedule appointments and carry out follow-up communications for service completion
- Support smooth office workflow by ensuring timely documentation and adherence to internal processes
- Manage document collection, verification, and scanning for client records

Clinical Research Coordinator - Govt Medical College, Kerala (Feb 2022 - Jul 2024)

- Managed regulatory and trial documents in compliance with GCP guidelines
- Coordinated patient visits, consent processes, and follow-up schedules
- Maintained confidentiality and security of patient data
- Communicated with sponsors, ethics committees, and clinical teams
- Maintained accurate study records and supported site audits/Monitoring visits
- Greeted and assisted patients with inquiries and service requests
- Prepared and submitted study-related reports and documentation to regulatory authorities within specified timelines.

PERSONAL ATTRIBUTES

Professionalism, Empathy, Flexibility, Resilience, Initiative, Confidence, Cultural Sensitivity, Integrity

DECLARATION

I declare that the information provided above is true and correct to the best of my knowledge.