



AKHILA SAHADEVAN

Clinical Trial Associate | Project Coordinator – Job Application | Spouse Visa

Registered pharmacist with 3.9 years of experience as a Clinical Trial Associate at ICON plc, specializing in clinical trial management, documentation, and regulatory compliance within the CRO industry. Recently qualified the DHA Prometric Pharmacist Exam. Skilled in Clinical Trial Management Systems (CTMS), Veeva Vault, Medidata RAVE, and electronic Trial Master File (eTMF) management. Proven ability to coordinate cross-functional teams, manage stakeholder communications, and support complex global clinical trials. Seeking to transition into clinical research and regulatory affairs in the Middle East, particularly in Dubai. Available to join immediately. I am interested to apply for Trainee Pharmacist roles.

✉ akhila3677@gmail.com

☎ (+971) 585847477

📍 Dubai, UAE

🔗 www.linkedin.com/in/akhila-sahadevan-a815881bb

CORE COMPETENCIES

Learning Management System (LMS) Administration

Electronic Trial Master File (eTMF) Management

Veeva Vault and Medidata RAVE

Stakeholder and Vendor Management

Quality Control and Documentation

Cross-Functional Team Collaboration

Financial Support

Regulatory Compliance and Audit Readiness

Clinical Trial Management Systems (CTMS)

Project Coordination and Risk Assessment

WORK EXPERIENCE

Clinical Trial Associate

ICON plc

October 2022 – July 2026

Bangalore, India

Project Management and Clinical Operations

- Assisted the Project Manager in tracking study compliance with SOPs, policies, and local regulations, achieving 100% audit readiness.
- Supported the local study team in performing site feasibility and country feasibility assessments.
- Maintained country-level protocol information in Trial Management Systems (CTMS).
- Distributed study updates via newsletters to investigational sites and served as the contact point for coordination between sites, CRO, and sponsor teams.
- Supported the study team in collecting, filing, and maintaining all documents throughout the trial and post-trial in the electronic Trial Master File (eTMF).
- Assisted in developing key project-specific documents, including vendor management plans, monthly executive overview reports, study newsletters, and protocol deviation reports.

Meeting Facilitation and Stakeholder Engagement

- Organized and facilitated client and internal team meetings, preparing comprehensive agendas and distributing detailed minutes.
- Maintained an action item log to ensure timely follow-ups and task completion.
- Served as a primary communication link between investigational sites, the CRO, and sponsor teams.
- Coordinated with cross-functional teams to ensure alignment on project deliverables and timelines.
- Supported stakeholder engagement by providing regular study updates and addressing queries promptly.
- Facilitated smooth collaboration between internal departments and external vendors.

Financial Management and Budget Tracking

- Supported the project team in tracking the Out-of-Scope log, enabling effective financial planning and budget control.
- Attended finance meetings to capture utilization rates for each functional department.
- Assisted in monitoring resource allocation to ensure cost-effective project delivery.
- Supported the project manager in reviewing budget variances and flagging potential overruns.
- Helped maintain accurate financial documentation for audit and reporting purposes.
- Coordinated with finance teams to ensure timely processing of invoices and payments.

Training and Quality Control

- Supported the assignment of project-specific training modules using the Learning Management System (LMS).
- Ensured team members remained GCP-compliant and audit-ready.

- Assisted in tracking training completion rates and following up with team members on overdue modules.
- Supported quality control checks on trial documentation to ensure accuracy and completeness.
- Helped maintain training records for internal and external audits.
- Coordinated with the quality team to address any documentation discrepancies.

Systems and Technology Management

- Managed user access requests and permissions for key clinical systems and vendor portals.
- Supported systems including Veeva Vault, CTMS, Medidata RAVE, Clario, Cell Carta, Cerba, SCOUT, Labcorp, and Signant.
- Assisted clinical sites in the receipt and delivery of study supplies and biological samples for clinical analysis.
- Coordinated with vendors to resolve system access issues and ensure uninterrupted trial operations.
- Supported the team in maintaining data integrity across multiple platforms.
- Assisted in troubleshooting system-related queries from sites and internal team members.

Community Involvement

- Led a team of mentors to ensure smooth onboarding and integration of new hires into the Project Management team.
- Supported new team members in understanding project-specific processes and systems.
- Facilitated knowledge-sharing sessions to enhance team capability.
- Acted as a point of contact for new hires during their initial weeks.
- Coordinated with project managers to streamline the onboarding process.
- Contributed to a positive and collaborative team environment.

EDUCATION

Bachelor of Pharmacy (B. Pharm)

Al Shifa College of Pharmacy, Kerala, India | 2017 – 2022

ACHIEVEMENTS

Cleared the DHA Prometric Pharmacist Exam (2026).

Accelerated patient enrollment for Cohort 1 one month ahead of schedule by optimizing vendor management processes, streamlining study supply dispatch, and coordinating site readiness (2023).

Co-authored and published a pharmaceutical research study on the formulation and evaluation of an anti-acne facewash using Cinnamon and Neem extract in the World Journal of Pharmaceutical Research (Impact Factor: 8, ISSN: 2277-7105) (2022).

PROFESSIONAL SKILLS

Electronic Data Capture (EDC) Systems

Clinical Study Documentation

Site and Country Feasibility Support

Protocol Information Management

Vendor Management Plans

Protocol Deviation Reporting

Study Newsletter Distribution

User Access and Permission Management

GCP Compliance and Training Coordination

Time Management and Multitasking

Problem-Solving and Strategic Thinking

Microsoft Office Suite

LANGUAGES

English – Fluent

Malayalam – Fluent

Hindi – Professional Working Proficiency

ADDITIONAL INFORMATION

Nationality: Indian

Willing to join immediately.

Open to face-to-face interviews.

Keen to contribute to the healthcare sector in the Middle East.