






ALEN KUNJUMON

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OBJECTIVE

Seeking a dynamic and challenging position where I can utilize my skills and expertise to the maximum with an eagerness to gain wide exposure to challenging tasks in any organization.



PERSONAL DETAILS

- Fathers name : Mr. A.T. Kunjumon
- Date of birth : 27-May-1996
- Religion : Christian
- Nationality : Indian
- Languages known : English ,Hindi, Malayalam
- Marital status : Unmarried
- Passport No : Z5324182 EXP Date : 21/03/2029



EDUCATION

- **MBA-HOSPITAL ADMINISTRATION | SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT, UTTAR PRADESH.**
2018-2020
- **PROFESSIONAL DIPLOMA IN CLINICAL RESEARCH (PDCR) | CATALYST CLINICAL SERVICES PVT LTD, SEC-16, ROHINI, NEW DELHI.**
2019
- **BA-JOURNALISM & MASS COMMUNICATION (BAJMC) | GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI.**
2015-2018
- **12Th | KERALA SCHOOL, VIKAS PURI,NEW DELHI.**
C.B.S.E. 2015
- **10Th | KERALA SCHOOL, VIKAS PURI,NEW DELHI.**
C.B.S.E. 2012



EXPERIENCE

- **Patient Care Executive (medical transcriber) | RAJIV GANDHI CANCER INSTITUTE AND RESEARCH CENTRE, SEC-5,ROHINI,NEW DELHI.**
August 2021 –Till Date
- **Research Co-ordinator | RAJIV GANDHI CANCER INSTITUTE AND RESEARCH CENTRE, SEC-5,ROHINI,NEW DELHI.**
April 2019 – July 2021
- **Co-Ordinator | FALCON EXHIBITORS PVT LTD. NEW DELHI.**
Jan 2019-feb 2019 .
Assigned for an event (KAJU INDIA 2019)
- **Trainee (Reporter) | MALAYALA MANORAMA PVT LTD. KOTTAYAM , KERALA.**
.June-July 2016



ROLES AND RESPONSIBILITIES AS RESEARCH CO-ORDINATOR

- Preparing finance of studies.
- Manage records of study related activity which includes case report forms, drug dispensation records etc.
- Prepare and file trial-related paperwork such as protocol worksheets, , IRB documents, CEO Documents, Finance Documents procedural manuals and progress reports.
- Dispense study medical devices and deliver instructions as necessary.
- Direct the request, collection, labelling, storage, or shipment of samples.
- Arrange space for study equipment and other trial related material.
- Manage subject registration to make sure that informed consent is effectively obtained and recorded
- Keep in touch with sponsors to schedule and coordinate site visits or to answer queries.



TECHINICAL KNOWLEDGE

- Microsoft Office
- Adobe Photoshop , Adobe Premier Pro
- Worked on Audio consoles like Soundcraft MFXI, Mackie
- Photography



REFERENCE

Dr. Dinesh Chandra Doval
M D, MAMS
Chair-Medical Oncology
RGCI & RC,Rohini,Delhi.
☎+91-9810836274

Dr. Payal Malhotra
MBBS, DNB, FIAP, FNB
Consultant, Pediatric Oncology
RGCI & RC,Rohini,Delhi.
☎+91 -8447902048

Dr Sushma Bhat
Senior Manager Operations
RGCI & RC ,Rohini, New Delhi.
☎+91-9999211206



DECLARATION

I hereby declare that the above mentioned statements are correct to the best of my knowledge and belief. I hope that my qualifications and knowledge will be inline with your requirements. If selected, I assure you to my sincere and devoted service.

Place: New Delhi

Date : 03 January 2022

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