

# Sumedha Sigtia

9322966128 [◇ sumedhasigtia@gmail.com](mailto:sumedhasigtia@gmail.com) [◇ Vadgaon Bk., Pune, Maharashtra, India](#) [◇ LinkedIn](#)

## SUMMARY

---

B. Pharm graduate with foundational training in pharmacovigilance, clinical data management and regulatory documentation. Completed structured coursework in clinical trial processes, ICH-GCP guidelines and safety reporting. Gained hands-on exposure to quality assurance documentation and batch record review during internship. Familiar with maintaining source documents and assisting in regulatory submissions. Committed to accuracy, compliance and continuous learning in drug safety and reporting processes

## EXPERIENCE

---

<b>Intern</b> Titan Laboratories Pvt Ltd	Jan '25 Mahad
<ul style="list-style-type: none"><li>• Gained exposure to QA processes in a <b>WHO-GMP</b> setup, including documentation and <b>GMP compliance</b>.</li><li>• Assisted in reviewing <b>BMRs, BPRs</b>, and supporting documents for <b>GDP</b> and <b>SOP adherence</b>.</li><li>• Observed <b>line clearance, in-process checks</b>, and equipment protocols during routine QA operations.</li><li>• Supported <b>record-keeping</b> and documentation activities critical for <b>regulatory submissions</b>.</li></ul>	May '25 Pune
<b>Virtual Intern</b> CliniWings Research Institute	
<ul style="list-style-type: none"><li>• Completed 45-day structured online training covering <b>ICH-GCP guidelines, clinical trial phases</b> and <b>ethical considerations</b>.</li><li>• Gained simulated exposure in <b>ICSRs handling, pharmacovigilance reporting and regulatory submissions</b>. Developed foundational skills in <b>adverse event (AE) reporting</b> and <b>SOP adherence</b>.</li></ul>	

## EDUCATION

---

<b>Bachelors Of Pharmacy</b> , Sinhgad College Of Pharmacy (CGPA: 7.71)	Dec '21 — May '25
<b>Higher Secondary Certificate in Science</b> , St. Xavier's Junior College (96.33%)	Jun '19 — Feb '20
<b>Secondary School Certificate</b> , Samarth Ramdas Vidyalaya (89.99%)	Jun '18 — Mar '19

## CERTIFICATIONS

---

<b>ISCR Webinar</b> , Unlocking Career Opportunities in Medical Writing	May '25
<b>Research Methodology</b> , NPTEL and IIT Madras	Mar '25
<b>Clinical Data Management</b> , Udemy	Feb '25
<b>Quality Management for Operational Excellence</b> , LinkedIn Learning	Feb '25
<b>Lean Six Sigma for Project Management</b> , LinkedIn Learning	Feb '25
<b>Pfizer-Molecule to Market Pathway</b> , Forage	Feb '25
<b>Microsoft Excel using AI Workshop</b> , OfficeMaster	Jun '25

## AWARDS

---

<b>Best Project-Pharmaceutical Chemistry Department</b> Sinhgad College Of Pharmacy	May '25
<b>Recipient</b> Lila Poonawalla Foundation Merit Scholarship	Jan '01

## PROJECTS

---

<b>Polyherbal Antifungal Soap Development</b> , Sinhgad College of Pharmacy	
<ul style="list-style-type: none"><li>• Formulated and evaluated an antifungal soap using neem, calendula, peppermint, and pyrolytic oils and conducted physiochemical evaluation and zone of inhibition analysis for determining safety and efficacy. The results were documented aligning with standard pharmaceutical testing protocols.</li></ul>	

## SKILLS

---

**Clinical skills** ICH-GCP and WHO-GMP guidelines, Clinical trial phases and documentation, ADR reporting, Good documentation practices, Good clinical practices, FDA compliance, Regulatory standards compliance  
**Technical skills:** MS Word, Microsoft PowerPoint, Case Report Form, Scientific writing (basics)  
**Laboratory skills:** Analytical techniques, Screening techniques, Titrations and separation techniques  
**Soft skills:** Attention to detail, Communication and collaboration, Time Management, Willingness To Learn