CURICULUM VITAE

**NAME**: Amie Janha

**DATE OF BIRTH:** 06th March 1979

**NATIONALITY:** Gambian

**MARITAL STATUS:**  Married

# ***EDUCATION BACKGROUND***

**2018 Diploma in SQL Management**

**2016** GCP Training

**2014** GCP Training

**2013**  Investigator Meeting (PFIZER B4671001MDV)

**2011** GCP Training

**2011** Online Research Ethics

**2010** Training on Research Ethics.

**2009** Windows XP Training with Nifty

**2006** Data Entry Clerks Training; Medical Research Council; certified by Paid-Wa, Buea in July 2006.

**2005** Sat for English with the West African Examination Council

**2000-2001** Gambia Technical Training Institute- Diploma Computer Science (i.e. Diploma in Information Processing**)**

* 1. Gambia Technical Training Institute-Certificate

Computer Science (i.e. Certificate in Information Processing)

**1995-1998** Kaur Senior Secondary School- West African Senior Secondary School Leaving Certificate Examination.

**1992-1995** Kaur Middle School- Middle School Leaving Certificate**.**

**1986-1992** Kaur Primary School- Common Entrance Examination.

**EMPLOYMENT HISTORY**

* 1. Attachment at the Department of State for Education.
  2. Secretary/Designer, Malick Mendy Designing Company , Senegambia

**2003- 03/2011** Data Entry Clerk, Medical Research Council (MRC); Fajara

**01/04/2011**- **31/8/14** Clinical Trial Assistant, Vaccinology (TB013,

SPICAR and MDV.

**01/9/14 - 31/12/2016** Senior Clinical Trial Assistant, Vaccinology (pcv10).

**01/01/2017- to date** Senior Clinical Trial Assistant, Vaccinology (pneumosil)

**JOB EXPERIENCE:**

**DATA ENRY CLERK:**

Update data

Sorting out queries with colleagues

Sorting forms

Serializing forms

Scanning

Photocopying

Verification of double entry work

Filling of forms

Laminating

**CLINICAL TRIAL ASSISTANT:**

Receive, check and batch forms.

Check the content of the forms for completeness.

Enter the information on forms and other information in a dedicated database

Make Corrections in database accurately and efficiently

Vaccine handling transportation and storage

Document daily temperatures of fridges containing vaccines and report any deviation immediately

Keep a record of monthly temperature readings

Prepare clinic boxes

Managing petty cash

Storage of source documents, patient notes etc. in a safe place

* Organise an efficient office.

Retrieve sample forms from the laboratory and file these forms accurately.

Organize the office efficiently.

Replenish office supplies

Prepare and send source documents to data pool for data entry

Supervise data entry

Retrieve and file these documents securely once data entry has been completed

File all consent forms accordingly

Tracking of source documents

Practice confidentiality in the handling of sensitive data

Perform clerical and other general duties as required.

* Validate the checking and the cleaning of the data
* Organise data entry
* Perform double entry verification and assist the Data Supervisor in resolving discrepancies
* Evaluate and report to the Data Supervisor on the quality of data entry
* Supervise and monitor the performance of Data Entry Clerks under line management
* Deliver OJT as required

Prepare source documents for archiving once the trial is over

* .

**REFEREES:**

Maimuna Sowe-Bayo, Data Entry Manager,M.R.C, Tel:6502307, Email: [msowe@mrc.gm](mailto:msowe@mrc.gm).

Dr Odutola Aderonke, Clinician Vaccinology (Spicar) M.R.C

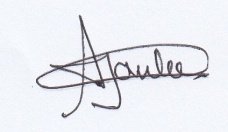
<Tel:3510100>

Dr Idoko Olubukola, Cinical Trial Coordinator (HEPSI) M.R.C

<Tel:3510101>.

Dr. Bashorun Adedapo, Clincal Trial Coordinator (PCV10) M.R.C

Tel:7987032

Sign: 

Date: 30Jul2018