



MS. SHARVARI INDULKAR

Scientific Writer & Science Communicator

PROFILE

Scientific writer experienced in writing and publishing Life Sciences and Medicine-related manuscripts. Detail-oriented editor with commitment to accuracy and efficiency along with knowledge of modern writing and editing styles. Understanding of modern editing software. Successful at updating and maintaining technical research and records. Adept at distribution and adaptation to audiences. Known for problems solving capabilities and improving customer satisfaction. Enthusiastic and eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Motivated to learn, grow, and excel in editing and publishing industry.

CONTACT

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SKILLS

- Technical and Scientific Research
- Medical-Life Sciences Subject Matter Expertise
- Excellent verbal and written communication and presentation skills
- Strong organizational skills and detail-oriented outlook
- Ability to multi-task, prioritize, and meet tight deadlines
- Experience in customer service skills working with faculty, administrators, and external agencies
- Excellent problem-solving, organizational, and people skills
- Excellent written, expository, and verbal communications
- Proofreading and copy-editing
- Detailed knowledge of Microsoft Office

EDUCATION

Dayananda Sagar Institution, Bangalore

MSc Biotechnology

Jun 2015–Jun 2017

Semester 3 GPA: **8.23**; Semester 4: **7.9**

Kishinchand Chellaram College, Mumbai

BSc Biotechnology

Jun 2012–Jun 2015

Semester 6 GPA: **7.00**; CGPA (semesters 1 to 6): **6.55**

Sathaye College,

Mumbai Higher Secondary Certificate (12th Std)

Jun 2011–Jun 2012

Final: **74.50%**

Parle Tilak Vidyalyaya,

Mumbai Secondary School Certificate (10th Std)

Jun 2010

Final: **92.55%**

WORK EXPERIENCE

National Brain Research Centre [Science Communicator]

June 2021–Present

1. Manuscript writing and publishing
2. Grant writing
3. Press release writing
4. Working in close association with the Communications team of the **Department of Biotechnology, Government of India**
5. Handling Social Media handles for the institute
6. Report writing (including Annual Report of the institute)
7. Writing, editing, and proofreading neuroscience-related drafts, articles, manuscripts, blogs, presentations, etc., to generate error-free and factually correct content

HealthMinds Consulting Pvt. Ltd. [Medical Writer]

March 2020–June 2021

1. Compile scientific content and medical data on current issues based on project requirements
2. Write manuscripts, including original articles, case reports, review articles, and clinical reports, as per client requirements
3. Format documents and manuscripts as per SOP or journal guidelines
4. Suggest journals based on subject and quality of documents
5. Provide subject matter expertise on a topic (Life Sciences & Medicine)
6. Review documents provided by clients and reports
7. Coordinate with journal editors, journal reviewers, and clients for smooth process flow
8. Writing, editing, and proofreading drafts to produce engaging and error-free content
9. CME clinical guidelines, slide decks, generalized and clinical-based quizzes, infographics, video transcriptions, clinical trial guidelines, conference reports and summaries, medical/therapeutic presentation, regulatory/safety/publication documents, and medical blogs
10. Regulatory & clinical documents including clinical study reports (CSRs), study protocols, investigator brochures, informed consent forms, clinical data summaries, and other medical/regulatory documents (including regulatory summary documents)

11. Independent QC of regulatory/safety /publication documents
12. Scientific review of literature and medical-related documents

Crimson Interactive [Assistant Managing Editor]

December 2018–September 2019

1. Operations Management: Reviewing client assignments to ensure clients objectives of publishing are fulfilled
2. Quality Management: Responsible for ensuring freelancer quality improvement by sharing prompt feedback along with highlighting their strengths & weaknesses
3. Training & Development: Training new editors on the quality and process knowledge, troubleshooting editor queries as per requirements

ZoomStart India [Content writer]

May 2018–December 2018

1. Research industry-associated topics (combining online sources, interviews and studies)
2. Write clear marketing copy to promote company products/services
3. Prepare structured drafts using Microsoft office
4. Proofread and edit blog posts before publication
5. Handle social media handles for company and promote content
6. Submit work to editors for input and approval
7. Coordinate with marketing and design teams to illustrate articles
8. Conduct simple keyword research and use SEO guidelines to increase web traffic
9. Identify customers' needs and gaps in company's content and recommend new topics
10. Ensure all-around consistency (style, fonts, images, and tone)
11. Update website content as needed

JanaCare [Quality Assurance Trainee]

December 2017–April 2018

1. Support the creation, revision, and control of quality system documents needed to ensure product quality and adherence to applicable regulations
2. Assist in the planning and execution of the audit activities necessary for monitoring the Quality Management system and participate as a team member in all internal/external audits
3. Review and approve completed batch records and equipment logs for completeness and also ensure on-time calibration activities and preventive maintenance is completed. Escalate issues for appropriate handling
4. Track and support training activities to ensure on-time training completion for all employees, this includes new employee training, skill training, and change implementation training for new/revised documents
5. Support as required to track and report out the Quality metrics (CAPA, NCRs, Supplier monitoring, etc.) on a periodic basis for the site by working closely with various functional groups
6. Assists in completing the NCR (Non-Conformance Reporting), PPC (Product and Process Change) and Complaint Handling activities
7. Responsible for batch release of the products prior to shipment to customers
8. Responsible for reviewing customer orders and approval of shipments from the Production facility
9. Assist in the overall improvement of Production facility as per QMS

AWARDS & PUBLICATIONS

1. **International publication** "Nucleotide Sequence of Novel Fluorescent Klebsiella from Oral Swabs of Tobacco Consumers" with accession number KM 186520 to **GenBank, NCBI**
2. Won Third Best Presentation award for "Epidemiological Study of Salivary Markers in Tobacco Consuming Population" at JIGYAASA 2015, U. G. C. sponsored 7th Research Scholars' Meet at K. C. College, Mumbai
3. Presented a poster on "Biodegradation of Plastic, Low Density Polyethylene (LDPE) and Domestic Waste by Using *Pseudomonas putida*" at Karnataka Science and Technology Academy, Bangalore, 2016, 8th KSTA annual conference on Science and Technology for GenNext Urban Space
4. Member of the N.S.S. UNIT (National Service Scheme) of K. C. College, Mumbai, 2012–2014
5. Part of Science Honors Program at K. C. College; 2013–2014; qualified the same with Grade A
6. Part of making of Blood Donors' Directory, K. C. College, Mumbai, 2012–2014
7. Volunteering with NGO National Conservation Foundation, Bangalore