

MANISHA BHARDWAJ

Research Data Management · Clinical Research Coordination · Electronic Data Capture

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PROFILE

Research data management professional with over five years of experience in clinical and public-health research at AIIMS New Delhi and WHO India, presently Project Officer (PTS-III, Non-Medical) in the Department of Obstetrics & Gynaecology, AIIMS New Delhi. First Division B.Tech in Computer Science & Engineering and First Division MBA in Information Technology, applied day to day to REDCap-based electronic data capture, real-time data entry validation, error and completeness checks, audit trails, data security and backup, query resolution and database locking. Has led the requirements and data design of two AIIMS maternal-health digital systems, working as the bridge between investigators and technical teams, and is comfortable owning data quality end to end — from field definition and range checks through to a locked, analysis-ready dataset. Works independently while coordinating closely with principal investigators, project staff and participating study sites.

PROFESSIONAL EXPERIENCE

Project Officer (PTS-III, Non-Medical) — AIIMS, Department of Obstetrics & Gynaecology, New Delhi Jan 2026 – Present

- Run the electronic data workflow for departmental research: REDCap-based capture, real-time entry validation, range and consistency checks, completeness review and maintenance of project trackers.
- Review study records and digital entries for data-quality issues; raise, track and close queries with investigators through to resolution, supporting clean and lockable datasets.
- Maintain audit-ready documentation — version-controlled study files, training records and change logs — ensuring traceability and confidentiality of research data in line with institutional and regulatory requirements.
- Coordinate day-to-day research activity and act as the standing point of contact for investigators, project staff and participating study sites; organise investigator meetings, training sessions and inter-site communication.
- Serve as departmental data owner for the Mother & Child Block digital platform, translating investigator requirements into data definitions, validation rules and role-based access controls.

Research Assistant — All India Institute of Medical Sciences (AIIMS), New Delhi Feb 2024 – May 2025

- Coordinated clinical data collection and daily research activity across two study sites; supervised patient logs and digital entries with routine completeness and accuracy checks.
- Administered informed consent and maintained participant and study documentation in line with institutional and ethics committee requirements.
- Supported CRF completion and standard operating procedures; trained junior researchers and field staff on documentation practice, improving data quality and timeliness of submission.

Data Manager — World Health Organization (WHO), New Delhi Nov 2023 – Jan 2024

- Handled data confidentiality, validation and quality control across multiple research datasets.
- Standardised data-entry workflows and documentation practice, improving consistency and reporting accuracy.
- Coordinated meetings and workshops with international collaborators and supported preparation of technical reports and academic research documentation.

Project Assistant — All India Institute of Medical Sciences (AIIMS), New Delhi Dec 2020 – Nov 2022

- Supported principal investigators with project execution, reporting, documentation and institutional coordination.
- Verified patient data, maintained study logs and supported compliance with approved research protocols across departments.

Business Development Executive — Codesaint Technologies, New Delhi 2017 – 2020

- Requirement gathering, proposal writing, project documentation and coordination with technical teams through to delivery; prepared presentations and tracked deliverables against client feedback.

RESEARCH & DIGITAL HEALTH PROJECTS

AIIMS Mother & Child Block (MCB) Management Platform — AIIMS New Delhi 2026

Departmental coordinator and data owner — requirements, data definitions, validation rules and user acceptance testing.

- Defined functional requirements for a role-based platform covering projects, project staff, meetings and minutes, seminars and workshops, documents, assets and notifications for the Mother & Child Block.
- Drafted data dictionaries and field-level validation rules — mandatory fields, permissible values, duplicate prevention — for staff, project, asset and attendance records.
- Specified the location-based attendance model for project staff distributed across multiple AIIMS sites, including permitted locations, exception handling and reporting.

- Defined the role-based access matrix and the audit-trail requirement so that every record change is attributable and traceable, alongside backup, retention and confidentiality rules.
- Currently conducting user acceptance testing with departmental users against GRASPP project staff records, logging and tracking defects to closure ahead of departmental release.

SAM4GDM — Self-Assessment & Management Application for Gestational Diabetes Mellitus

2026

Requirements and clinical-data specification for an in-house prototype (design and prototype stage).

- Scoped a three-role application — patient, clinician and administrator — for pregnant women with a diabetic history, a high-risk group requiring close glycaemic surveillance through pregnancy.
- Specified the glucometer reading data model (value, timestamp, participant linkage) with permissible-range checks and automatic flagging of out-of-range readings for clinician review.
- Defined the reminder engine covering dietary adherence, medication and insulin doses, and prompted entry of glucometer readings, so that gaps in self-reported data surface to the clinician instead of silently degrading the dataset.
- Specified the data governance modules central to research use: audit trails, activity logs, user and security management, data backup and structured export for analysis.
- Specified in-app audio and video consultation between patient and clinician on Cloudflare Realtime (WebRTC), to allow remote follow-up of a high-risk pregnancy without an additional hospital visit; scoped for the deployment build.
- Defined patient management, prescription, dietary and educational content and daily-reporting modules so that investigators can monitor adherence and glycaemic trends in near real time.

TECHNICAL SKILLS

- **Electronic Data Capture:** REDCap and related EDC workflows; CRF design review and completion; e-CRF query resolution; database locking support.
- **Data Handling & Analysis:** data cleaning, validation and quality review; Microsoft Excel (advanced analysis, pivot tables, charts); D3.js for interactive visualisation.
- **Databases:** MySQL, MS SQL and Oracle — querying, extraction and integrity checks.
- **Programming:** C, C++, Java, Python, PHP and HTML/CSS; familiar with application deployment and hosting support for research applications.

EDUCATION

MBA — Information Technology & Marketing

2020 – 2022

Swami Vivekanand Subharti University, Meerut — Directorate of Distance Education (approved by DEB, UGC)

First Division • 67.21%

Specialisation papers: Database Management Systems; System Analysis, Design & Software Engineering; Data Communication & Networks; Electronic Commerce.

B.Tech — Computer Science & Engineering

2011 – 2015

Dr. A.P.J. Abdul Kalam Technical University, Lucknow (formerly UPTU) — H.R. Institute of Technology

First Division

Senior Secondary (XII) and Secondary (X) — Central Board of Secondary Education (CBSE)

2011 • 2009

CERTIFICATIONS & TRAINING

Health Research Methodology and Project Management Workshop, AIIMS New Delhi • RMC Workshop Certification, WHO-AOGD SARTHaC Initiative • Data Analytics & Visualisation using Excel • Certified in C and C++ Programming, NIIT.

PERSONAL DETAILS

Nationality: Indian **Languages:** English, Hindi

DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature is liable to be cancelled. All original certificates will be produced at the time of joining.

Place: New Delhi

Date: _____

(Manisha Bhardwaj)