



# Hina Khan

Research Coordinator at Aga Khan University & Hospital

Experienced Research Coordinator with a background in sociology. Dedicated and detail-oriented Research Coordinator with three years of experience in managing clinical trials, research studies, and data collection. Proven track record of ensuring compliance with regulations, maintaining high data quality, and effectively communicating with research teams and stakeholders.



## Skills & Strengths

- Communication Skills
- Equipment Maintenance
- Working knowledge of bookkeeping tasks
- Passivations
- Active Person
- Records Management
- Data organization
- Microsoft Excel.
- Management Skills.
- Data Collection.
- Research Interviews.
- Motivation skill.
- Planning / implementation for meetings / programs.
- Effective communication and coordination.
- MS Office
- MS Word
- MS PowerPoint
- Administrative / Secretarial
- SPSS Software
- REDCap Software



## Experience - 4 years

### Research Coordinator

DEANS OFFICE-AKUH - Karachi, Pakistan | Aug 2022 - Jun 2023

- Responsible to coordinate for all project-related activities from field management to data collection, quality control of data collection and maintain good working relationship among emergency staff, doctors, Nurses, Technicians.
- coordinate with staff working at study sites for the completion of tasks within the defined timelines. supervise and monitor the activities at all study sites, coordinate with the stakeholders for carrying out the project activities in the study areas provide training to the project staff.
- Visit field sites with field staff on daily basis
- Assist in logistics management of day-to-day activities
- Organize meetings with key stakeholders
- Write transcripts on ad hoc basis
- Coordinate monthly meeting and prepare and circulate meeting minutes related to research.

### Senior Research Assistant

CLINICAL TRAIL UNIT - AKUH - Karachi, Pakistan | Aug 2021 - Aug 2022

- Ensure smooth and efficient day-to-day operation of research related activities.
- liaison with PI and CTU team for research related activities
- identify eligible participants and administer informed consent
- obtain medical history
- monitor research participants to ensure adherence to study rules
- manage data, complete CRFs/ Queries resolution and logging participant's information

## Contact Info

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United Arab Emirates  
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**Visa Status: Sponsored Spouse visa**

## Education

### Jinnah University For Women

Karachi / BS in Sociology  
(2018)  
2.8 GPA

### Board of intermediate Education Karachi

Karachi / Arts  
(2013)  
55%

### Karakoram International University

Gilgit / SSC in science  
(2007)  
45%

## Languages

- Urdu - Native
- English - Medium

## Hobbies

- searching information
- Practicing yoga.
- teamwork skills

- assist PI and study coordinator in submitting reports i.e., adverse event, progress report etc
- Facilitate monitoring visits.

### Senior Research Assistant

DEPARTMENT OF MEDICINE – AKUH - Karachi, Pakistan | Jul 2019 - Jul 2020

- Ensure smooth and efficient day-to-day operation of research related activities.
- Liaison with principal investigator and co-investigator for SELECT project.
- Direct and recruit positive responders who agreed to be part of our study through SMS & Robocalls
- Fill out the relevant sections of the data collection form (DCF) through telephonic interview.
- Manage data including routine data cleaning, reviewing the DCFs for errors & compilation of the data.
- Discuss any discrepancy/query in regard to the conduct of the study with the study coordinator.
- Assist research coordinator in the daily research operational activities.

### volunteer

DEPARTMENT OF MEDICINE - AKUH - Karachi, Pakistan | Apr 2018 - Jul 2019

- Assist Admin Officers in the daily departmental operational activities.
- Attending calls and taking messages. Troubleshooting and handling Equipment
- (Computer. Multimedia, Laptop, Voice Recorder) etc.
- Assist in compilation of student evaluation through ONE45 Software and support for follow-ups for timely submitting of students' evaluations through One45 and support in scheduling an academic session.
- Assist in providing administrative and logistical support for conducting the Exams.
- Record maintaining and filling all necessary documents.
- Data entry of office work documents.
- Receiving and dispatching mail.
- Handling correspondent when required, handling of invitations/greetings
- Corresponding via phone and e-mail.
- Typing of Academic Papers, Reports and Photo Copying of documents.
- Scanning documents.
- Keeps files/records neat, clean and updated at all times for the supervisor's reference
- Meet and greet clients and visitors.
- To support all secretaries in their work.