

KOKILA KRISHNAMOORTHY

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Address : 2.72 muniyappan pudur,R.Pudupatti,

Rasipuram (TK),

Namakkal-637407

Tamilnadu.

Nationality : Indian

Marital Status : Married

CAREER OBJECTIVE:

To have a challenging position in chemical engineering where I could apply all major principles and my specialized interested areas of application namely Oil & gas, Fluid flow operations by which I can apply my wide knowledge and professional expertise in the field of chemical engineering.

EXPERIENCE:

Job Title: Office Assistant

Company Name: Bonton Software (RTO)

Duration: April 2022 - Present (1 year 3 months)

Description:

As an Office Assistant at Bonton Software in the RTO office, I have been responsible for providing essential administrative support and contributing to the smooth functioning of daily operations. Some of my key responsibilities include:

- Assisting with general office tasks such as answering phone calls, responding to emails, and managing correspondence.
- Maintaining and organizing office records, documents, and files to ensure easy retrieval and accessibility.
- Coordinating meetings, conferences, and appointments, including scheduling, preparing agendas, and taking minutes.
- Assisting in the preparation of reports, presentations, and other documentation as required.

EDUCATION QUALIFICATION:

U.G : B.Tech – Petro chemical [CGPA 6.6/10] | 2011-2015 | Anna University, BIT | Trichy | Tamilnadu | India.

HSC : Government higher secondary school [83 %] | 2011 | State board | Kullapanaickanoor | Salem | Tamilnadu | India.

SSLC: Government higher secondary school [90.40 %] | 2009 | State board | Kullapanaickanoor | Salem | Tamilnadu | India.

RESEARCH EXPOSURE:

I have done by project work on “**MANUFACTURE OF BENZOIC ACID**” in college. In this project, some of the major aspects of chemical process engineering like material balance, energy balance, equipment design and cost economics.

TECHNICAL SKILLS:

- Knowledge in heat transfer
- Knowledge in Chemical Reaction Engineering
- Knowledge in mathematics

COMPUTER SKILLS:

- Proficiency in MS Office Package.

CO-CURRICULAR ACTIVITIES:

- Attended guest lecture on “Challenges and opportunities in oil and gas industry” held at ANNA UNIVERSITY -BIT CAMPUS, TRICHY.
- Attended a Two day Seminar on “Advancements in refining operations and management of alternate sources (AROMA’13)” held at ANNA UNIVERSITY-BIT CAMPUS, TRICHY.
- Organized National Level Technical Symposium (PECONOVA’14) at University college of Engineering-BIT campus, Trichy held on 21st and 22nd March’14.
- Attended two day Workshop on “Principles and Practice of Instrumental Analysis” held at CSIR, Karaikudi on 15th and 16th February’13.

EXTRA CURRICULAR ACTIVITIES:

- Active member of NSS (National Social Service)
- Actively participated in the curricular activities at the college level.

INTER PERSONAL SKILLS:

- Easy to adopt any environment
- Quick learner
- Hard worker

PERSONAL DETAILS:

Father’s Name : Arumugam

DOB : 03/06/1994

Languages known : Tamil (R, W, S), English (R, W, S)

Hobbies : Listening music, Surfing internet, Reading novel

DECLARATION:

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

Place :

Date :

[KOKILA K]