**R Dhivya**

Mobile: 9884560805

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**Career Objective**

Seeking for position in Office Administration or in Teaching in an organization that will give me an opportunity to pass on my knowledge in an innovative manner.

**Skills**

* Excellent communication and written skills as well as ability to explain the text.
* Ability in organized planning of meetings and functions.
* Ability of handling situation in an optimistic way.
* Excellent basic knowledge of subjects and ability to teach all sorts of students.
* Highly skilled in using the different course books and material for teaching.
* Ability to practically demonstrate the subject (Science) if necessary.
* Ability to plan, collect material and deliver the lessons in the class.
* Proficient at arranging the competitions and assessing the performance of the students.
* Ability to inspire the students for desired results in the subjects.

**Personal Qualities**

* Using self ideology for a better result in the field.
* Making use of different technique for attaining the goal of the organization.
* Being an optimist at any situation.
* Moulding myself by learning best qualities from others.

**Academic Qualification**

* Master of Science (M.Sc Bio-Chemistry) from Bharathidasan University, Trichy, in 2007 with 68% (Regular)
* Bachalor of Science (B.Sc Bio-Chemistry) from Bharathidasan University, Trichy, in 2005 with 72% (Regular)
* Higher Secondary from State Board in 2002 with 74%.
* Secondary Education from State Board in 2000 with 85%.

**Certificates**

* Certificate course in “NanoScience and technology” at Bharathidasan university, TRICHY.
* Certificate course in “Haematology and Clinical Assessment” at KMC Hospital, TRICHY.
* Project undergone on “Designing and Characterization of Collagen and Chitosan scaffold a potential biomaterial for tissue engineering” at CLRI, ADYAR, CHENNAI.
* Certificates for National level paper presentation and participation on various topics on Biology and Bio-Technology in various colleges.

**Personal Details**

**Date of Birth:** 18 December 1984  
**Languages Known:** Tamil & English  
**Address:** No. 19-A, “KUMARESAN KUDIL”, Palandiamman Koil Street, Vanuvampet, Chennai – 600091.