Rahul Meena rmeena4939@gmail.com

+91 7042340241

**CAREER OBJECTIVE**

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve, while also concurrently upgrading my skills and knowledge

**PROFESSIONAL EXPERIENCE**

**Xceedance consulting india PVT. LTD**

(Jan 2019 – Sept 2019)

* Analyst:-Analyzing documents to file report and create log for surety business, planning, organizing and implementation of an appropriate instructional program, communicating with client to develop macro and new strategies for better documentation of insurance bonds, Process various request involving both subjective and objectives judgement, providing underwriting support, issue policies and invoices on behalf of client, reconciliation, accounting and collection and policy servicing.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course (Stream)/Examination** | **Institution/University** | **Subjects** | **Month/ Year of Passing** | **Remarks** |
| Masters of sciences | Hansraj college / Delhi University | Inorganic chemistry | 2021 | Result awaited |
| Bachelor in science | Deshbandhu college / Delhi University | Chemistry (hons.) | 2017 | Passed |
| Higher secondary | Kendriya vidyalaya i.n.a colony / C.B.S.E | science | 2013 | Passed |
| secondary | Kendriya vidyalaya i.n.a colony | --- | 2011 | Passed |

**CONFRENCES & WORKSHOPS**

* National Conference on “Thieme Chemistry: Science of Synthesis” at Department of Chemistry, University of Delhi, Delhi-110007, India held on September 28th , 2018
* National Workshop on "Molecular Docking, Dynamics & Biologic Discovery" at Department of Chemistry, University of Delhi, Delhi-110007, India held on 9th -10th, August, 2018.
* National Conference on “Emerging Trends in Drugs Development and Natural-Products”, Department of Chemistry, University of Delhi, 12 th-14thJanuary, 2018.
* Emerging Trends in Drugs Development and Natural-Products, Department of Chemistry, University of Delhi, January 12-14th 2018,

**RESEARCH PROJECT**

**Mentor**: *prof. S.Uma*

**Title**: Gold nano particles and application of colloidal gold.

**Role**: Synthesis of gold nano particles, Types of gold nano particles and their solutions, advantages of using colloidal gold as chemotherapy drug, interaction of gold nano particles in biological pathways system, toxicity of gold as an element, scope of nano particles and bio-inorganic research.

**TECHNICAL SKILLS**

* Titan MPS: - Working, sample preparation and basic maintenance
* PinAAcle 500 Flame Atomic Absorption Spectrometer: - Working, sample processing and basic maintenance
* Effluent treatment plant: - principal, working and basic maintenance
* Muffle furnace: - principal, working and basic maintenance
* Sound knowledge of Microsoft office, software and hardware installation and basic trouble shooting
* Knowledge of safe laboratory practice, Analytical techniques and quality management principles.
* Familiar with Argus lab, molecular modelling, sci-finder and literature searching.
* Hands on experience in practical chemistry.

**KEY SKILLS**

* Experience of working in Professional Labs
* Hands-on experience in Practical Chemistry
* Prioritize & Execute Tasks in High-Pressure Environments
* Work efficiently in team-oriented and collaborative environments
* Instrumentation experience: NMR, FT-IR, UV-Vis, HPLC, GC, TGA/DTA, XRD, SEM and MASS spectroscopy.
* Attention to detail
* Good communication and presentation skill
* Good organizing and planning skills
* Personal integrity and commitment to deadlines
* Flexibility and adaptability
* Keen to learn new things and contribute all the efforts in work
* Critical thinking and stress tolerance
* Comfortable with travel for long period

**EXTRA CURRICULAR ACTIVITIES**

* Played football for school and college
* Executive member of photography club of Deshbandhu College
* Executive member of resonance club of applied sciences of Deshbandhu College
* Executive member of organizing committee of Department of chemistry, Delhi university
* Executive member of drama society of Hansraj college.

**AWARDS & ACHIEVEMENTS**

* Won national science Olympiad in year 2009
* Represented school at state level in international math Olympiad in year 2009
* Won third position in inter-college championship in 2015
* Won second position in university science exhibition in 2016

**PERSONAL VITAE**

**Date of Birth : 18.08.1994**

**Address : 3/11 railway quarter, lodhi colony, lodhi road, New delhi-03**

**Languages : English and Hindi**

(*Name*)