

# ARCHANA BALAN

## Post Graduate in Chemistry

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### OBJECTIVE

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- An independent and self motivated Graduate with proven laboratory skills and teaching skills. 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.

### EDUCATION

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Program	Institution	% of Marks	Year of Completion
M.Sc. Chemistry	The Cochin College, Cochin	81.29	2020
B.Sc. Chemistry	Bharata Mata College, Thrikkakara	81.90	2017
Higher Secondary Education	Govt. H.S.S. Vennala	86.00	2014

### EXPERIENCE

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- ❖ Purchasing Assistant at VPL Hypermart, Kochi, Kerala during March 2020 - June 2021.
  - Updates daily reports of purchase bills.
  - Updates stock details and GST value of items.
  - Provided friendly service to new and long-lasting customers, resolved their concerns and developed satisfactory solutions.

### INTERNSHIP

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Analysis of physical, chemical and residual parameters of spice and spice products at Quality Evaluation Laboratory, Spices Board of India, Kochi. (05/2017 - 05/2017)

## PROJECTS

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- **M.Sc. Project :** The Analysis Of Market Samples Of Curry Powder As Per FSSAI Guidelines at Quality Evaluation Laboratory, Spices Board of India, Kochi.
- **B.Sc. Project :** Synthesis And Characterization Of Silver Nano Particles at Bharata Mata College, Thrikkakara.

## SKILLS

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- Good Communication Skills
- Good Teaching Skills
- Excellent Laboratory Skills
- Proficiency in MS Office, Word & PowerPoint
- Quick Learner and Active Listener
- **Linguistic skills :** ○ English (Read, Write, Speak and Understand) ○ Malayalam (Read, Write, Speak and Understand) ○ Hindi (Read, Write, Understand) ○ Tamil (Speak, Understand)

## PERSONAL DETAILS

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Age	25
Date of Birth	27-May-1997
Gender	Female
Religion	Hindu, Nair
Nationality	Indian
Marital status	Married

## DECLARATION

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I hereby declare that all the statements cited above are correct to the best of my knowledge and belief. I also understand that any discrepancy found in the above information will render me liable for cancellation of candidature.

Dubai  
Date

Archana Balan