**RESUME**

**Shiny**

**Shiny.336509@2freemail.com**

**OBJECTIVE:**

I am seeking for a job where I can work in a challenging environment and gain experience and contribute in development of the organization.

**Key skills**

Personable, detail-oriented and self-motivated administrative leader over 3 years’ experience

In office management. Highly regarded leadership abilities with team player mentality. Apply innate interpersonal skills to establish and maintain positive relationships and improve workplace morale. Calm and productive under stress. Expert in preparing reports and purchase to meet the needs of dynamic office environment.

**Education and Training**

* Masters in Microbiology, (2004-2006) - 69% aggregate
	+ CMR Institute of Management Studies affiliated to Bangalore University.
* Bachelors in Microbiology,(2001-2004)- 66% aggregate
	+ Vidyavahini First Grade College, affiliated to Bangalore University,Tumkur.
* Industrial Training Program on Molecular Cloning and Mammalian Cell Culture (Nov2012-March2013)

Usha Biotech Limited, Hyderabad.

**Work Experience**

1. Lecturer-Microbiology (July07-Dec07)
2. Lab Assistant and Administration (August 2008-2012)
3. Blueline Freight Forwarders, Hyderabad

 Aug 2013-till date

**PERSONAL INFORMATION**:

NAME : Shiny

NATIONALITY : Indian

MARITAL STATUS : Married

LANGUAGES KNOWN : English, Hindi, Tamil, Telugu,Malayalam

HOBBIES : Reading, music

I hereby declare that all the information provided by me in this application is correct and factual to the best of my knowledge and belief.