***CURRICULUM VITAE***

**KISHORE**

**KISHORE.348325@2freemail.com**

***Objective***

A highly enthusiastic environmentalist with experience in environmental field looking for a position of environmentalist to utilize my knowledge and experience

***Strengths***

* Confidence, Dedication, Hardworking.
* Eager to work in a competitive environment
* Leadership quality
* Self-confident

***Area of interest***

Administrator, document controller, Research and development,Office work, laboratory.

***Academic Details*:**



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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Year of** |  | **Class** |  |
| **Class/Course** | **Name of Institute** |  | **Board/University** |  |  |  | **Obtained** |  |
|  |  |  |  |  | **Passing** |  |  |  |
|  |  |  |  |  |  |  | (CGPA) |  |
| **MSc** | **Department of** |  |  |  |  |  |  |  |
|  |  |  | **Manipal University** |  | **2013** |  |  |  |
|  |  |  |  |  |  |  |  |  |
| (Physics) | **Science, Manipal** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Distinction** |  |
|  |  |  |  |  |  |  |  |  |
| **BSc** | **Millagres College,** |  |  |  |  |  |  |  |
|  |  |  | **Mangalore University** |  | **2011** |  | **Distinction** |  |
| (PCM) | **Kallianpur** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

***Computer Proficiency*:**

* MS Word, MS Excel, MS DOS, Power Point, Internet Applications, Corel draw.

***Extracurricular Activity*:**

* Participated and exhibited the model entitled “Biomedical Waste Management” in the Department of
* Environmental Science, Kuvempu University.
* Has attended and actively participated in the Environmental Awareness Programs held at Nittur Village, Hosanagara.
* Honours Course in Rain Water Harvesting.
* Certificate Course in Communication skills.

***Research Experience***

**Name of the Organization** : **Kuvempu University,**Shankaraghatta

Designation : Major Research Project Fellow

**Period** : 1year

**Project Title** : “Degradation and Removal of basic dyes by Electrochemical

Method with reference to pulp and paper industry”.

***Objectives of the project is***

* Collection of dyes and effluents from paper and pulp industry.
* Development electrochemical techniques for the degradation of dyes and effluents using different electrodes.
* Analysis of TOC and COD values of dye samples and effluents before and after the electrochemical treatment.
* Evaluating the optical density of dye samples and effluents at λmax through UV-Vis studies before and after the electrochemical treatment
* Evaluating the mass reduction of dye samples and effluents through LC-MS studies after electrochemical treatment.
* Optimization of experimental procedure for the treatment of dyes and effluents
* Scaling-up of the procedure for large-scale effluent treatment

***Work experience***

* ***Documentation Controller (Modern Bakery L.L.C, UAE – from 2014 to till date )***
* ***Administrator cum Documentationcontroller(Manipal Group PVT, India – from 2013 to 2014 )***

***Duties & Responsibilities as Documentation controller***

* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Generate the various document control reports as required.
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Maintain the files and control logs as required by the project.
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Strong problem-solving and communication skills demonstrated in successful resolution of customer billing issues.
* Recognized as a dedicated worker who is driven to meet accounts receivable targets and contribute to the company's profitability
* Receive and verify invoices and requisitions for goods and services
* Verify that transactions comply with financial policies and procedures
* Prepare, verify, and process invoices and coding payment documents
* Prepare batches of invoices for data entry
* Data enter invoices for payment
* Maintain updated vendor files and file numbers
* Providing sales and administrative support involving efficient handling of top and confidential agreements.
* Updating the status of sales order in the database or computer.
* Daily supervision, coordination and direction of all Colleagues
* Maintaining high staff morale and team spirit within the department
* Leading and coaching all Colleagues
* Involvement in recruiting, staffing and scheduling ensuring adequate staffing levels to satisfy guest needs

***Personal Details:***

Date of Birth : 22-02-1991

Sex : Male

Nationality : Indian

***Declaration:***

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