**Poornima**

**E-mail:** **Poornima.361849@2freemail.com**

**Objective**

Seeking a good career in this challenging world with committed and dedicated people, which will help me to explore myself truly and realize my potential.

**Profile**

A young dynamic and hardworking fresh graduate interested in the areas of biotechnology, lab assistance, clinical diagnosis. Highly organized, sharp & analytical thinker with strong communication skills.

**Educational Qualifications**

* Bachelor degree in Biotechnology from Bharathiar University, India during April 2016.
* Certificate course in MS Office from G- TEC Computer Education, India.
* Microsoft Office Specialist in Word 2010
* Microsoft Office Specialist in Excel2010

**Work Experience**

* Undergone 15 days training regarding Clinical Diagnosis.
* Undergone hands-on training program in various Clinical Biochemistry, Hematology, Serology, Microbiology and Histopathology Techniques .

**Technical Proficiency**

* Molecular Biology & Protein Techniques: Plasmid DNA isolation, Genomic DNA & m RNA isolation, AGE, PCR (Polymerase Chain Reaction), ELISA, Protein isolation.
* Chromatography: Thin Layer & Paper Chromatography and Column Chromatography.
* Immunological Techniques: ELISA, Immunodiffusion, Electrophoresis techniques.

**Instruments Handled**

PCR machines, UV Spectrophotometers, Calorimeters, Incubators, Centrifuges, Ultra centrifuges, Autoclave.

**Skills**

* MS Word, MS Excel, MS PowerPoint
* Good communication Skills
* Good telephone manner and client interface skills.
* Expert in assisting the seniors and manage the routine daily organization life.

**Co-Curricular Activities**

* Have attended and presented papers in several national seminars.
* Undergone training in several institutes related to the major subject.
* Elected as the student president in college Hindi Department.

 **Extra-Curricular Activities:**

* Participated and won in various cultural and literary items in school and college level.
* Have won 3rd prize in Hindi inter-college paper presentation conducted by TOLIC, India.
* Secured 2nd rank in SOF International English Olympiad school level.

**Personal Details**

Nationality : Indian

 Date of Birth : 14/04/1995

Gender : Female

Marital Status : Married

Languages known : English, Hindi, Malayalam, Tamil

Interests : Reading books, Social Networking, Travelling