



KHADEEJA NICY V K

EDUCATION

M. Tech in Chemical Engineering (Computer aided process Design) from Govt. Engineering College, Kozhikode , (2015 Batch), **Calicut University** - with First Class

B. Tech in Chemical Engineering from TKM College of Engineering, Kollam (2009 Batch), **Kerala University** - with First Class

EXPERIENCE & TRAINING

From June 2018 to April 2021 – Teacher & Office administrator at **Unique Learning center** (An academy for competitive examinations for public sector jobs)

Key responsibilities: Teaching (Mathematics & Science), Office administration, document control, supervising office activities, Keep stock of office supplies and place orders, Create and update databases and records for financial information, personnel and other data

Familiarized Equipment in Lab: UV-Vis spectrophotometer, FTIR, AAS, pH meter, Colorimeter, Viscometer etc.

From Feb 2009 to Aug 2009 Six months training in BPCL-KOCHI REFINERY Kochi, Kerala. Certified Course on “**Introduction To Refining Process**” conducted by **Bharat Petroleum Corporation Limited, Kochi Refinery**

KEY SKILLS

Good Analytical and problem-solving skills
Excellent communication skills (verbal and writing)
Good knowledge and experience in MS Office (Word, Excel, PowerPoint)
Experience in Aspen Hysys (chemical process simulator software)
Experience in CHEMCAD & MATLAB
Good organization skills and ability to work as a part of team
Good adaptability, collaboration, creativity, decision making abilities

REFERENCES

[Available upon request.]



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OBJECTIVE

A results driven, self-motivated, well-organized individual with strong self-management and problem-solving skills seeks to work with an organization in order to utilize my qualification, professional skills and expertise to the optimum level to further develop my career and to the benefit of the organization

PERSONAL DETAILS

Nationality	-	Indian
Date of Birth	-	09 th April 1986
Marital Status	-	Married
Visa Status	-	Residence