



## K.CHITRA DEVI

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### CAREER OBJECTIVE

"I am seeking an opportunity to merge my initiative, enthusiasm with 12+ Years of proficiency to add value, both to the organization and myself. To aim at expanding my horizons and developing skills in the field of "Educational Administration" and to work in a dynamic environment that provides opportunities for my growth."

### AREAS OF INTEREST

- Academic Administration      ➤ Staff Development      ➤ Program Evaluation
- Curriculum Design            ➤ Teaching                    ➤ Educational Research
- Strategic Planning            ➤ Educational Consulting    ➤ Leadership Development

### SKILL SUMMARY

- ☑ Communication      Communicate Precise Information, Defining, Explaining, Interpreting Ideas, Teaching/Training, Listening, Negotiating, Presenting & effective client management.
- ☑ Managerial            Analyzing, Assigning, Coordinating, Decision Making, Delegating, Evaluating, Flexibility, Implementing, Inspecting, Instructing, Motivating, Organizing, Problem Solving, Scheduling, Staff Development, Resource Management, Accounting & Finance and Project Control.
- ☑ Leadership            Ability to learn, Adaptable, Ambition Drive, Assertive, Confident, Attention to detail, Self-Motivated, Tactful, Team Leader, Listening, Reflective, Resourceful and Problem Solving.




### SYNOPSIS

- ❖ Having 12+ Years of experience in Educational Lecturing Field.
- ❖ Knowledge in following Equipment's,
  - ☞ Autoclave                      ☞ BOD Incubator                      ☞ Shaker Incubator
  - ☞ Hot Air Oven                      ☞ Colony Counter                      ☞ UV-Visible Spectrophotometer
  - ☞ ELISA Reader                      ☞ PCR                      ☞ Centrifuges & Ultracentrifuges
- ❖ Undergone Industrial Training at SST Coir, Pollachi.
- ❖ Participate in all committees and extra-curricular activities.
- ❖ Knowledge in new educational trends and also guide the students in a proper way.

### EDUCATION CREDENTIAL

DEGREE	INSTITUTION	YEAR	PERCENTAGE
M.Phil [Microbiology]	Bharathidasan University, Trichy	2007	70
M.Sc [Microbiology]	Shrimati Indira Gandhi College, Trichy	2006	75
B.Sc [Microbiology]	Shrimati Indira Gandhi College, Trichy	2004	77
Class XII	Noyes Matric Hr. Sec. School, Madurai	2001	65
Class X	Chidambaram Chettiar Girls Hr. Sec. School, Karaikudi	1999	60

### WORK EXPERIENCE

Shrimati Indira Gandhi College, Trichy	Date	Jun 2015 to Till
Designation: Lecturer		
Mahalingam College of Arts & Science, Pollachi	2015	Jun 2013 to May
Designation: Lecturer		
Shrimati Indira Gandhi College, Trichy	2013	Jun 2007 to May
Designation: Lecturer		

CERTIFICATIONS		
COURSE NAME	INSTITUTION	YEAR
PG Diploma [Bioinformatics]	Shrimati Indira Gandhi College, Trichy	2004-2005
Diploma [Medical Lab Technician]	New Delhi Board	2001-2002

TECHNICAL SKILLS	
Operating System	: Windows 2000/XP/7/8.1/10
Programming Language	: C, C++, Java
Office Packages	: MS Outlook/2000/9/7/10, MS Office

PAPER PUBLISHED		
TITLE	PUBLISHER	YEAR
☞ Biosynthesis of Silver Nano particles from entophytic Bacteria, Antibacterial activity and Molecular characterization of <i>Bacillus subtilis</i>	International Journal of Advanced Research	2015
☞ Isolation, Identification and control of Bacteria and Fungal Micro-organisms from contaminated currency notes	International Journal of Advanced Research	2015
☞ Screening and production of biodegradable plastics from marine <i>Bacillus sps</i>	International Journal of Advanced Research	2015

TECHNICAL PROFICIENCY IN LAB	
MICROBIOLOGY	INDUSTRIAL MICROBIOLOGY
<ul style="list-style-type: none"> <li>☞ Serial Dilution Method for Bacterial Cultures.</li> <li>☞ Pouring, Plugging, Slant preparation &amp; Streaking on plates.</li> <li>☞ Sub Culturing of Microbes.</li> <li>☞ Isolation and Culturing of Microbes from Soil Sample (Through Serial Dilution Method)</li> <li>☞ Isolation and Culturing of Microbes from Water Sample (Through Serial Dilution Method).</li> <li>☞ Isolation and Culturing of Microbes from Air (Through Exposure Method)</li> <li>☞ Biochemical Test for Screening of Microbes.</li> <li>☞ Isolation of antibiotic resistance microbe from soil.</li> <li>☞ Isolation of bacteriophage from sewage water.</li> <li>☞ Determination of cell Size of microorganisms.</li> <li>☞ Staining (endospore, capsular, flagellar, fungal staining with lacto phenol cotton blue, actinomycetes staining and gram staining for bacteria).</li> <li>☞ Growth Kinetics of Microbes.</li> <li>☞ Antibiotics Sensitivity Test.</li> <li>☞ Inoculation and culturing of <i>E. coli</i>.</li> <li>☞ Revival of culture.</li> <li>☞ Microbial assay of antibiotics by diffusion method.</li> <li>☞ Thin layer and paper chromatography.</li> <li>☞ ELISA and immunodiffusion.</li> </ul>	<ul style="list-style-type: none"> <li>☞ Estimation of Protein by biurette method and Lowry's method.</li> <li>☞ Estimation of carbohydrate by DNS and anthrone reagent method.</li> <li>☞ Estimation of fats by Gerber method.</li> <li>☞ MBR test.</li> <li>☞ Amylase Production.</li> <li>☞ Wine Production from apple juice in college laboratory.</li> <li>☞ Saukraut production.</li> </ul>
	MOLECULAR BIOLOGY
	<ul style="list-style-type: none"> <li>☞ Isolation of DNA from microbes.</li> <li>☞ To check purity of DNA</li> <li>☞ Plasmid isolation from microbes</li> <li>☞ Agrose Gel Electrophoresis</li> <li>☞ RNA Isolation</li> <li>☞ RFLP (Restriction fragment length polymorphism)</li> <li>☞ Amplification of Genomic DNA by PCR (polymerase chain reaction).</li> <li>☞ Competent cell preparation.</li> </ul>

PROJECT SUMMARY		
	M.Phil PROJECT	M.Sc PROJECT
Title Objective	<b>Dissertation</b> This project deals with Degradation of Glyphosate and Oxadiargyl using <i>Pseudomonas aeruginosa</i> isolate from rice field soil	<b>Dissertation</b> This project deals with influence on the enzymatic action of physical and chemical testing of Chrome tanned Leather.

SEMINAR PARTICIPATED		
TITLE	LOCATION	YEAR
☞ Production and applications of microbial products in diverse sectors (PAMPDS-2016) characterization of <i>Bacillus subtilis</i>	Selvamm Arts And Science College, Namakkal	2016
☞ Clinical Research organized by the Department of Bio-chemistry	Shrimati Indira Gandhi College, Trichy	2016

**WORKSHOP / TRAINING**

AREA	INSTITUTION	YEAR
✳️ Naturopathy and diet management and mobile relation rings in cancer	Shrimati Indira Gandhi College, Trichy	2016
✳️ Staff welfare programme on General Health Awareness	Shrimati Indira Gandhi College, Trichy	2016
✳️ Analysis of pollutants in aquatic environment (Water -16)	Thanthai Hans Rover College, Perambalur	2016
✳️ Recent trends In Spirulina & Cultivation Methods	Selvamm Arts And Science College, Namakkal	2016
✳️ Recycling of campus waste through eco-friendly vermicomposting	Jayendra Matriculation School, Trichy	2015
✳️ All society periodicals package (IEEE demo)	Shrimati Indira Gandhi College, Trichy	2015
✳️ Effect of Physiotherapy in pain relief	Shrimati Indira Gandhi College, Trichy	2015
✳️ Management	Shrimati Indira Gandhi College, Trichy	2015
✳️ Evaluation of bone density and Hemoglobin level	Shrimati Indira Gandhi College, Trichy	2015
✳️ Current trends in Biology	Government Arts & Science College, Mannargudi	2015

**CORE COMPETENCIES**

- ☒ Professional, growth oriented, easy adaptive and quick learner.
- ☒ Talented, independent, responsible, hardworking and efficient in analytical complex solving issues.
- ☒ An extrovert with very good blending capabilities.
- ☒ An absolute team player with good communication skills.
- ☒ Ability to deal with a diverse range of cultures and nationalities internationally.
- ☒ Highly competent self-motivated, hardworking with the ability to rapidly learn and apply new skills

**PERSONAL DETAILS**

<b>Name</b>	K. Chitra Devi	<b>Languages</b>	Tamil, English
<b>Father's Name</b>	K. Kalangiyam	<b>Date of Birth</b>	19-04-1982
<b>Sex</b>	Female	<b>Marital Status</b>	Married
<b>Nationality</b>	Indian	<b>Passport No</b>	-NA-
<b>Age</b>	36	<b>Native Place</b>	Trichy

**DECLARATION**

I (K. Chitra Devi) hereby declare that the above information given by me is true to the best of my knowledge.

Place:  
Date:

Yours Sincerely,

(K. Chitra Devi)