

Riya Kashyap

Noida Sector 44, G-54 Block

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CAREER OBJECTIVE

Aspire to work in a dynamic and growth-oriented environment that allows me to share my knowledge and skills while continuously enhancing them.

SKILLS

- Problem-solving abilities
- Basic computer knowledge
- Time management
- Communication
- Leadership
- Multitasking
- Quick learner

EDUCATION

- **M.Sc. (2024): Botany, CGPA: 7.55**

R.H.Govt.P.G.College, Kashipur
Uttarakhand

Dissertation: HERBAL SOLUTION: Medicinal Plants used for stomach and liver disease treatment.

Experimental Skills Sets:

- Endosmosis
- Exosmosis
- Anatomical slide preparation
- Thin layer chromatography
- Potometer experiment
- Plant identification,
- Respiratory quotient
- Identification of different plant pathogens and their symptoms.

Supervisor: Dr. A.S. Rawat

- **B.Sc. (2022): Botany, Zoology, Chemistry, CGPA: 5.65**
R.H.Govt.P.G.College,Kashipur Uttarakhand
- **Intermediate (2019) (Kisan Inter College)** Aggregate percentage- 73%
- **High School (2017): (Kisan Inter College),** Aggregate percentage-64%

WORKING EXPERIENCE

CSIR-Headquarters: 2024 to present

- Data entry
- Drafted Parliament questions and Audit Matters reply.
- Compiling Progress Report, PCR Report, Project Proposals.
- Preparation of files, OM, Annual reports and write-up.
- Managing the Emails /Drafts mails
- Preparation of presentation slides.
- Entry of various data related to projected like recurring capital excel sheet for fund/Budget
- Any other task/work assigned by the Scientist.

PERSONAL INFORMATION

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|------------------------------------|---------------------------------|
| ○ Father's Name – Mr. Ompal | ○ Gender – Female |
| ○ Mother's Name- Mrs. Saroj | ○ Nationality- Indian |
| ○ Date of Birth- 20/01/2001 | ○ Marital Status- Single |

DECLARATION

I hereby declare that all the information given above is correct to the best of my knowledge and belief.

DATE- 31-7-2025

(Riya Kashyap)