

**Curriculum  
Vitae  
Europass**

**Personal  
information**

Name(s) / Surname(s) **Malvika Dutt**

**Work experience**

Dates	26/06/16 to date.
Occupation or position held	Senior Project Technical Assistant
Main activities and responsibilities	<ul style="list-style-type: none"><li>• Performed 2D-GCTOFMS studies using different injection modes like pyrolysis, twister, solid phase micro-extraction, solid and liquid headspace</li><li>• Designed and performed pyrolysis GCMS method for analysis of the aromatic and organosulfur constituents in the pyrolyzed oil from scrap tires</li><li>• Developed analytical methods to analyse secondary metabolites in plant extracts and essential oils for their use in pharmaceutical research and industry</li><li>• Performed a variety of technical laboratory functions in the operation and maintenance of laboratory equipment such as calibration and troubleshooting in accordance of GLP compliance.</li><li>• Provided hands-on training to PhD and Master's candidates on routine operation, maintenance, theory of analytical instrumentation and SOP</li><li>• Composed biomarkers identification for comparative studies of different fossil samples</li><li>• Managed all day to day financials including analysing client requirements, preparation of relevant documentation for operations and payment management</li></ul>
Name and address of employer	Indian Institute of Bombay, Powai, Mumbai, Maharashtra,India-400076
Type of business or sector	Research and Higher Education Institute

Dates	05/05/2015 to 20/06/2016
Occupation or position held	Project Assistant II
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Managed lab compliance activities e.g. calibration and preventive maintenance of 300MHz NMR facility</li> <li>• Formulated characterization of Poly (p-phenylene sulphide) (PPS), Acrylonitrile-butadiene-styrene copolymer (ABS) using CP/MAS 13C PISEMA solid state NMR experiments to measure polymer dynamics</li> <li>• Mentored interns for their master's thesis by training them on the operation and maintenance of Solid-State NMR analysis along with data interpretation</li> <li>• Performed fabrication of lanthanide-ion-doped down-converting phosphor (NaYF<sub>4</sub>: Gd<sup>3+</sup>, Tb<sup>3+</sup>) on silicon substrate for sensing application</li> <li>• Studied morphology tuning of Ferro-piezoelectric Perovskite nanostructures and evaluated samples on Ellipsometer, XRD, FTIR, TEM and SEM</li> </ul>
Name and address of employer	CSIR-National Chemical Laboratory, Pune, Maharashtra, India-411008
Type of business or sector	Government of India Research, Development and Consulting Organisation
<b>Education and training</b>	
Dates	From 31/07/19 to 31/07/21. (Result Awaited)
Title of qualification awarded	Advanced Post Graduate Diploma in Regulatory Affairs and Quality Assurance
Main subjects / occupational skills covered	Drug Regulations in different regions around the world
Organisation providing education and training	James Lind Institute, Bangalore, Karnataka, India
Level in EQF or national classification	Level 7
Dates	From 20/07/13 to 01/05/15.
Title of qualification awarded	Master's in Chemistry
Main subjects / occupational skills covered	Analytical Chemistry, Organic, Inorganic and Physical Chemistry
Organisation providing education and training	Ramnarain Ruia College, University of Mumbai, Maharashtra, India
Level in EQF or national classification	Level 7
Dates	From 15/09/12 to 30/04/13.
Title of qualification awarded	Bachelor's in Education
Main subjects / occupational skills covered	Child Psychology, Teaching of Science

Organisation providing education and training	Government College of Education, University of Jammu, Jammu and Kashmir, India
Level in EQF or national classification	Level 6
Dates	From 15/04/09 to 30/07/12.
Title of qualification awarded	Bachelor's in General Science
Main subjects / occupational skills covered	Chemistry, Botany, Zoology, Environmental Science, English
Organisation providing education and training	Government College for Women Gandhi Nagar, University of Jammu, Jammu and Kashmir, India
Level in EQF or national classification	Level 6

**Personal skills**

Mother tongue(s) Hindi, Kashmiri and Punjabi

Foreign language(s)

Self-assessment  
*European level (\*)*

**English**

**German**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient	C2	Proficient	C2	Proficient	C2	Proficient	C2	Proficient
A1	Basic	A1	Basic	A1	Basic	A1	Basic	A1	Basic

Communication skills Active listening, observing, teamwork and leadership. These are acquired while working with collaborates and understanding their ideas and putting forward mine on different projects.

Organisational / managerial skills Decision making, setting deadlines, team and project management are attained while working on the projects  
Office management, responsibility for office materials and equipment, coordinating and organising events are accomplished when you are the lab-in-charge of the instrument facility and need to keep the facility updated

Job-related skills Proficient in handling Mass Spectrometers, data interpretation software related to chromatography and spectrometry. Working in analytical instrumentation facilities helped me developing the above mentioned skills

Other skills Administrative, Public Speaking, Negotiation and Adaptability

Driving licence Indian, Light Motor Vehicle

**Additional information**

## Publications and Conference Papers

1. Sorout Shalini, Shubhangi Aggarwal, Santosh K. Singh, Malvika Dutt, Thallaseril G. Ajithkumar, Ramanathan Vaidhyanathan, 10000- Fold Enhancement in Proton Conduction by Doping of Cesium Ions in a Proton Conducting Zwitterionic Metal–Organic Framework, European Journal of Inorganic Chemistry, Jun 2016
2. Phytochemical profiling of Lavatera cashmiriana C. using GCxGC-TOFMS, 4th International Conference on Frontiers of Mass Spectrometry , Kerala, India , Dec 2019
3. Phytochemical characterization of methanolic root extract of Lavatera cashmiriana C. using 2D-GCTOFMS, National Conference on Advanced Perspectives in Chemical, Material and Life Sciences, Pune, India, Jan 2019

## Certifications

Teacher Certification granted by CBSE after qualifying All India Central Teacher Eligibility Test for recruitment of graduate teachers in 2015

## References

1. Dr. T.G. Ajithkumar  
Senior Principal Scientist  
Central NMR Facility and Physical/Materials Chemistry Division  
CSIR-National Chemical Laboratory  
Pune - 411008  
Maharashtra, India  
+91-20-2590-2569  
[tg.ajithkumar@ncl.res.in](mailto:tg.ajithkumar@ncl.res.in)
2. Prof. Suryendu Dutta  
Department of Earth Sciences  
Indian Institute of Technology Bombay  
Mumbai - 400076  
Maharashtra, India  
+91-22-2576-7278  
[s.dutta@iitb.ac.in](mailto:s.dutta@iitb.ac.in), [suryendu@rediffmail.com](mailto:suryendu@rediffmail.com)

**Attachments**

Academic Documentation, Master's Thesis, Scientific Publications, Linguistic Certificate, Teacher Eligibility Certificate, Workshops and Oral presentation Certificates, and References