**Shamil**

***Objective:***

***To achieve a challenging and responsible career in an organization where I can share and***

***enrich my knowledge and skills for the growth of organization as well as individual.***

Summary:

* Having 4 years of experience as Lab Analyst / and 1 year as office coordinator.
* Knowledge in Computers – Windows, MS Word, Excel, PowerPoint, Internet.
* Holding **B.Sc**. Degree in **Chemistry, Botany and Microbiology**.
* With strong desire towards learning new things and develop skills, flexible and versatile to adapt with any new environment and work on any assignment with Good Management and Communication skills.
* Team approach to work, Humorous and always work.
* **Valid Australian Permanent Residence Visa.**
* **Currently staying in Mohammed Bin Zayed City, Musaffah , Abudhabi, UAE on Residence Visa (Husband sponsor).**
* Academic Qualification:
* Completed **B.Sc (Microbiology, Chemistry, & Botany)** from **St**.**Aloysius College Mangalore**-India affiliated to Mangalore University in the year 2001.
* Additional Professional Qualifications:

* **Diploma in Secretarial Course**: Sacred Heart Institute, India

* Software Skills:

* Windows 98/2000/XP
* MS Office MS-Word, Excel, PowerPoint.
* SQL server
* Internet
* Tally.

* + Work Experience / Job Description:
* Worked for **Yenepoya Food & Beverages (India) Pvt. Ltd. Mangalore-India** as **Microbiology-Lab Analyst** from March 2002 to February 2004.
* Worked for Father Muller Hospital - Homoeopathic Pharmaceutical Division, Mangalore-India as a **Lab Analyst** from March 2004 to September 2004.
* Worked as an **office coordinator** in a trading company at Dubai from March 2007 – January 2008
* Worked as a **Junior executive** at quality control in Neopharma pharmaceautical company, Musaffah , Abudhabi from February 2010 – March 2011

Company: Neopharma Pharmaceutical Company, Musaffah, Abudhabi.

*( February 2010 – March 2011)*

Job Title: Junior Executive in Quality Control Department / packing

**material analyst.**

* Job Description:

* ***Analysis of packing materials like cartons, aluminium foils, inserts , PVC/PVDC foils, bottles , caps etc, which are used in packing of medicines .***
* Calibration of PH meter, weighing balances, refractometer, friability ,polarimeter etc.
* Analysis of raw materials , in-process products according to standard analytical methods.
* Maintaining Working Standards. Updating register books related to working standards such as WS issuance register, WS reconciliation register etc.
* Maintaining chemicals stock.
* Receiving documents from QA and indexing / filing / documentation etc.
* Indenting and procurement of materials.
* Coordinating with other departments such as Research & Development, regulatory affairs, Quality Assurance for day to-day activities.

Company: Motion Trading company, Dubai

*(March 2007 – January 2008 )*

Job Title: Office coordinator / secretary

* Job Description:

* General office duties such as customers telephone handling, photocopy, faxing, filing etc.
* Documentation / indexing / filing documents.
* Mail handling and respond accordingly.
* Preparing invoices and quotations.
* Maintaining stock .
* Preparing / issuing daily and monthly reports.
* Sending couriers related to particular work.
* Handling shipping documents.
* Coordinating with staffs handling outlets/kiosks in malls.
* Coordinating with drivers regarding delivery of goods

Company: Fr.Muller Homoeopathic Pharmaceutical Division Mangalore- India

*(March 2004 - September 2004)*

Job Title: Lab Analyst

* Job Description:
* Water-Microbiological and Chemical analysis.
* Testing the chemicals and raw materials required for pharmaceutical production.
* Operate Microbiological laboratory equipment to ensure quality control/assurance.
* Physical testing and identification of botanical raw materials.
* Adhering to organizational safety standards and reporting.
* Filing of test reports.
* Assorting and filing of all-important documents.
* Updating day to day operation reports.

Company: Yenepoya Food & Beverages (India) Pvt. Ltd. Mangalore-India.

*(March 2002 - February 2004)*

Job Title: Microbiology - Lab Analyst.

* Job Description:
* Conduct Microbiological analysis on packaged drinking water, testing and quality control for the purpose of quality assurance.
* Microbiological sample collection, culturing, identification and characterization of fungi, bacteria and other Microorganisms.
* Preparing / issuing daily & monthly reports
* Filing / updating the of test reports.
* Assorting and filing of all-important documents.
* Maintaining Stock registers, maintaining Housekeeping records.

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Personal Details:

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| Name | | : | SHAMIL |
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|  |  |  |  |
| Sex | | : | Female |
| Date of Birth | | : | 08-12-1980 |
|  | |  |  |
| Social Status | | : | Married |
| Nationality/State | | : | Indian / Karnataka |
| Languages Known | | : | English, Hindi. |

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