**Marwa**

**Nationality:** Egyptian **Date of Birth:** 23/08/1987

**Religion:** Muslim **Marital Status:** Married

**Email:** marwa.297524@2freemail.com

Profile:-

* I am seeking for a suitable position matching with my experience in a challenging and progressive environment, whereby I could utilize my professional management expertise, and ability to interact with senior management and business community effectively.

Education: -

* Bachelor’s degree in Science, Department of chemistry- zoology, Faculty of Science, University of Banisuef. **2004-2008**
* Diploma of Analytical Biochemistry, Faculty of Science, University of Monofia. **2008-2009**

Experiences: -

* **Lab Tech (Medsol) - United Arab of Emirates October 2013 – Present**

**Lab technician Cum Administrative Assistant**

**Responsibilities: -**

* + **Lab Technician Tasks:**
* ELISA techniques, Allergy tests panels, routine tests ((Urine - Stool - Semen analysis (CASA techniques)), Lab Inventory,
* Able to collect samples from baby & adults, sharing in lab accreditation for ISO and others.
* Assist preparing files and reports for annual audit.
* **Administrative Assistant Tasks:**
* Answer and direct the phone calls and take the messages.
* Prepare management meetings, record minutes of meeting and follow up.
* File, maintain records, copy, fax and perform other such duties
* Order Lab supplies
* Maintain the client’s database, updating contact details using MS Excel.
* Prepare monthly departments meeting presentation after collecting the information using MS Power Point
* Implement any other requirements from the Managers and employees.
* Creating, updating and maintaining personnel files for all employees.
* Submits employee data reports by assembling, preparing, and analyzing data.
* **Emirates College for Management and Information Technology - UAE October 2011 – September 2013**

**Admission Officer& Receptionist : -**

**Responsibilities: -**

* Analyze the applications of prospective students based on standard admission policies.
* Provide clarifications to student’s queries in a professional manner.
* Follow-up with students for any enquiries through direct meetings, live chat, phone calls and emails.
* Advice students about the programs offered, admission procedure, eligibility and costs involved.
* Provide support to prepare admission related presentations and to host student receptions.
* Develop innovative communication strategies, recruitment strategies and enrolment plans in coordination with senior management to attract and enroll more students.
* Participate in all recruitment events, open houses, school fairs, information sessions, exhibitions, school visits and off-campus events.
* Maintain a database of student information, telephone logs and student feedbacks in order to generate student reports for management whenever required.
* Provide support to the Senior Admission Counsellor when needed.
* Serve visitors by greeting, welcoming, directing and announcing them appropriately.
* Answer, screen and forward any incoming phone calls while providing basic information when needed.
* Receive and sort daily mail/deliveries/couriers
* Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
* Update appointment calendars and schedule meetings/appointments
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
* **Banisuef University- (Faculty of science)- Arab Republic of Egypt October 2010 – September** **2011**

**Lap Supervisor: -**

**Responsibilities:-**

* Administer and coordinate the technical activities, educational programs, and infrastructure related to the operation of the specialized laboratories.
* Develop and implement Laboratory policies and procedures. Manage and coordinate operational policies and procedures.
* Supervise the work of laboratory personnel engaged in performing routine and specialized technical procedures, including planning laboratory work, evaluating work performed and handling procedural and technical laboratory problems.
* Develop and implement quality control programs to ensure reliability of testing procedures, proper function of laboratory equipment; prepare and maintain applicable records.
* Prepare technical reports reflecting volume of work, procedures utilized and test results.
* Coordinate student rotations to include instruction in laboratory methods and procedures.
* Design appropriate work schedules for subordinate employees and plans daily work assignments in order to maintain an adequate personnel complement for laboratory efficiency.
* Monitor Quality Control, Quality Assurance, Safety and Inspection Control practices to assure compliance with internal and external regulations.
* Maintain sufficient inventory of material supplies and equipment for performance of duties; clean and maintain standard laboratory equipment.
* Utilize various laboratory information systems and software.
* Manages schedule and appointment for Manager and department staff.
* **Cairo lab (medical lab)- Arab Republic of Egypt September 2008 – September 2010**

 **Lab Technician:-**

**Responsibilities:-**

* Organizes work by matching computer orders with specimen labelling; sorting specimens; checking labelling; logging specimens; arranging reports for delivery; keeping work surfaces clean and orderly.
* Maintains quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; calibrating equipment utilizing approved testing procedures; monitoring quality control measures and protocols.
* Serves as technical resource by participating in staff training; answering questions of other professionals.
* Identifies and communicates abnormal patient conditions by alerting supervisory personnel, the pathologist, the patient physician, or nurse; reporting mandated information to the public health department or other designated officials.
* (chemistry) provides test results for patient diagnosis and treatment by operating chemistry equipment; performing hand chemistries.
* (hematology) provides test results for patient diagnosis and treatment by operating hematology, and coagulation equipment; performing manual methods of differentials.
* (immunology) provides test results for patient diagnosis and treatment by operating equipment such as, spectrophotometer, and through methods such as radioimmunoassay, enzyme immunoassay, and serological testing.
* (microbiology) provides physician with information for treatment of patient infection by performing technical procedures for the identification or susceptibility of bacteria, parasites.

Languages and Computer Skills:-

**Arabic and English Languages**, Windows, Internet, MS Office Applications, Typing (English and Arabic).

Licenses & Courses: -

* MOH License as Qualified Technician (Chemistry)
* International computer driving license "ICDL".

**Other:-**

Have UAE Driving License and Car.

**References and Certificates (Available upon Request)**