**BINU**

**Email:** [**binu.334175@2freemail.com**](mailto:binu.334175@2freemail.com)

**OBJECTIVE**

* + To grow as a person & as a professional.
  + To work hard & progress along with the organization

**JOB PROFILE**

* Liaising with academic staff to discuss timetables, equipment requirements and work plans;
* Preparing equipment and chemicals before lessons - from test tubes to microscopes.
* Record keeping, e.g. for students' practical sessions, tracking methods, results
* Ensuring that equipment is properly cleaned and that chemicals, and other materials are appropriately stored.
* Cataloguing recordings and making them available when requested.
* Supporting the work of teachers in classes and laboratory sessions and giving technical advice to staff and students.
* Managing the stock control of chemicals and equipment.
* Safe storage of laboratory equipment and materials.
* The timely preparation of laboratory equipment and materials for science practical.
* Preparing budgets, PRF’,s etc for science labs .
* Purchasing of chemicals and equipments.

**WORK EXPERIENCE**

* Working as **Lab In Charge** in **Our Own English High School,Dubai** From 01-09-2013 to
* Worked As a Executive operations at Hedge Equities, **kerala, India** from 01-12-2011-31-12-2012
* Worked As Office Assistant in **Esjey Securities Kerala,India** from 05-05-2008 to 30-10-2011

### **ACADEMIC QUALIFICATIONS**

* **M Sc in Analytical Chemistry from M G University,Kerala(2003-2005)**
* **B Sc Chemistry from M G University,Kerala(2000-2003)**

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### **Summary of Qualifications**

* Adapt easily to new concepts and responsibilities.
* Ability to use diplomacy, discretion and maintain confidentiality of all sensitive matters.
* Self motivated, able to effectively priorities and implement decisions

### **COMPUTER KNOWLEDGE**

* **MS Office**
* **Knowledge of internet concepts and email communication**

**PERSONAL STRENGTHS**

* Good Communication & Analytical Skills.
* Ability to cope with the team and hard working.
* Understanding a person and situation accordingly.
* Positive attitude & determination.
* Good in formulating the organization policies & processes.
* Unbeatable combination of willingness to learn and the ability to learn quickly.

**Languages KNown**

English, Hindi and Malayalam

**Personal Details**

**Age and Date of Birth : 25-05-1983**

**Sex : Female**

**Marital Status : Married**

**Nationality : Indian**

**Visa Status : Husband's Visa**

**I hereby declare that all the details and information stated above are correct to the best of my knowledge**.