**RAHMA**

**RAHMA.334236@2freemail.com**

**Career Objective:**

To take up responsibilities and utilize my observational and administrative skills to oversee the routine functioning of the organization

**Work Experience**:

*(September 2013 – till October 2015)*

***Lab Coordinator
Science Laboratories, International School***

***Data entry operator in a Survey company (Reliant Surveyors)***

***Worked as a freelance staff (Invigilator) in British Council for IELTS exam***

***Responsibilities:***

* Coordinate activities between the teachers and students to ensure successful completion of experiments without interruptions
* Receiving order and verify contents, assembling and installation of new equipment
* Maintenance and sufficient storage of supplies
* Removal of damaged and non-repairable, and expired items
* Arrangement of experimental set up and interactive classes
* Maintain a record of the experiments conducted, students visiting the laboratory.
* Preparation of reagents and solutions as required
* Follow the instructions stringently while handling and storing hazardous chemicals
* Guide the students on using the apparatus professionally
* Place orders for arranging the chemicals, test samples and the apparatus required for conducting tests and evaluating the results

**Key Skills:**

* Superior multitasking skills that help meet deadlines and quality standards
* Excellent administrative and supervisory skills that help regulate the work environment
* A people oriented individual with excellent communication and coordination skills
* Ability to handle, store and utilize laboratory apparatus responsibly

**Educational Qualification:**

* Master's Degree in Biotechnology from AAIDU Uttar Pradesh, INDIA (2009)

**Academic project and trainings:**

**Project**: Antimicrobial activity of medicinal plants against drug resistant pathogens.

**Organization**: Clonegen Biotechnology Pvt Ltd.

**Duration**: 5 months

**Role**: Trainee

**Project Scope**: Study of antimicrobial activity.

One month training in Advance Biotechnology and Molecular Biology organized by CloneGen Biotechnology Pvt.Ltd,Noida,India.

**Certifications:**

* Attended the CELTA (Certificate in Teaching English to Speakers of Other Languages) Teaching Practice Course from 6th March to 20th May, 2013, organized by BRITISH COUNCIL, MUSCAT, OMAN
* Attended National Seminar on “Information & Communication Technology in Life Sciences” (NSICTLS-2006)
* Attended National seminar on “Organic Farming, Environment Protection & Resource Management” 10-11th February, 2008

**Personal Details**:

Sex: Female
Date of Birth: 28th September 1986
Marital Status: Married
Nationality: Indian

Languages: English, Hindi, Urdu and Arabic (reading, listening and speaking) Beginners level

License: Having valid Omani driving License & Indian driving license

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief. I assure you of my full sincerity and devotion in executing the duties related to the post, should I be given a chance to serve.