**THE HUMAN RESOURCE MANAGER**

 **Dear Sirs / Ma;am,**

I would like to take this opportunity to introduce my candidature for the position of **Lab Technician** in your proven success oriented organization. I am a **Post graduate in Microbiology**, with one years of experience in the domain.

I am currently looking for openings in same domain, where I can use my skills and experience and do a direct and immediate contribution to the organization. I have enclosed a copy of my curriculum vitae, which details my experience and job knowledge. If you find my background and your requirements in any relevant field as a good match, I will be grateful to accept this challenge.

Please contact me at the email ID: shagufta.356581@2freemail.com

Thank you for your attention to these materials. I certainly look forward to explore this further.

**Respectfully yours,**

**Shagufta**

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**SHAGUFTA**

Shagufta.356581@2freemail.com

**Career Objective**

I am looking for assignments in **Laboratory Technician**, with organizations of high repute and adaptability. I want to be part of a department where positive work culture is promoted and workmanship is awarded.

**Core Competencies**

One Month training in following Labs: Water sample collection, Food sample, Blood collection, biochemistry, Hematology and Clinic pathology

**Project completed:**

* Apollo Collage of Veterinary Medicine Lab

(**From Sept 2010 to Oct 2011)**

**Education Qualification**

* Post-Graduation (Master of Science in Microbiology) from Bikaner University Rajasthan
* Bachelor of Science (B.Sc. in Biology) from Bikaner University Rajasthan
* HSC from Sanatandhran Senior Secondary School (Ajmer Board Rajasthan)
* SSLC from Sanatandhran Senior Secondary School (Ajmer board Rajasthan)

**Lab Technician knowledge of:**

* Full performance knowledge, skill, Abilities and Personal characteristics.
* Good knowledge of bacterial/coliform content analysis and testing procedures used in determining water quality.
* Good knowledge of the principle, procedures and methods common to sampling, measuring and analyzing water samples.
* Good knowledge of basic laboratory procedure and safety precautions including the preparation, use and care of laboratory apparatus.
* Ability to understand and follow moderately complex technical written and oral instructions.
* Ability to operate and maintain equipment used in raw and potable water sampling.
* Ability to complete thorough, clear and concise records of tests and to convey results in an easily understood manner.
* Ability to recognize substandard samples.

**Skills in:**

* Performing routine laboratory test.
* Applying basic protocols and laboratory safety techniques.
* Preparing bacteriological report and chemical solutions
* Communicating clearly and concisely verbally and in writing.

**Ability to:**

* Perform routine physical, chemical and bacteriological tests.
* Use laboratory equipment.
* Follow oral and written instructions.
* Prepare reports and may perform other assigned clerical duties.
* Establish and maintain effective working relationships with employees and the general public.

**Computer Skill:**

* Basic knowledge of computer applications.

**Strength:**

* Positive thinking
* Quick Learner

**Scholastic Milestones**

* Worked as a lab technician for the water testing, Food Testing.

**PERSONAL DETAILS:**

 **Date of Birth :** 12th January1988

 **Nationality :** Indian

 **Marital Status :** Married

 **Language Known :** English, Hindi, Punjabi

Initiative and Creativity

Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; undertakes additional responsibilities.