**JEEVA**

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**Profile Summary**

**Total Work Experience:** 4 years.

**Current Employer:** The Cambridge High School, Abudhabi.

**Functional Role   :** Lab Technician/ A, IGCSE, GCSE Level / Science Lab.

**Key Skills             :** Keen interest in science, meticulous attention to lab detail, able to work individually, team work, strong organizational skills, communication skill, school science experiments and demonstrations.

**Highest Degree:** Master of Philosophy - Biochemistry

**Current Location**: Abudhabi.

**Objective:**

An experienced Biochemistry graduate seeking a Lab technician position with a successful, well –established organization that will enable me to grow professionally while contributing to the company’s goals and objectives.

**The Cambridge High School – Lab Technician (Sep’14 – Till date)**

**Duties and responsibilities:**

* Liaise with science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment.
* Assist science teaching staff in instructing students on use/care of equipment during science experiments.
* Working with students and supporting them on projects.
* Keeping a record of practical’s what has been done.
* Prepare reagents, solutions, stains etc for use in the laboratory according to the health and safety guidelines.
* Preparing apparatus that range from glass wares to burners, solutions, analyzing safety aspects and assisting students throughout the practicals.
* Maintain a safe chemical storage/handling/disposal system in accordance with current regulations.
* Filing MSDS for chemicals and prepare hazcards for lab etc.
* Preparing equipment and chemicals before lessons - from test tubes to state-of-the-art microscopes.
* Testing Fume cupboards.
* Assist with security for the safety of science laboratory and equipment.
* Maintain an inventory stock.
* Acquire relevant catalogues and price lists.
* Create and maintain chemical and equipment databases.
* Manufacture simple glassware/ general equipment for practicals.
* Ordering the glass wares, chemicals etc for the annual budget, exam budget in conjunction with Lab manager.
* Supervise the work of the Lab assistant in regards of cleaning and organizing the lab.
* Assisting other lab technicians in all types of lab work.
* Exceedingly self-motivated and capable of working independently or as part of a team.

**The Cambridge High School – Teaching Assistant (Mar’13-Jun’14)**

**Key Assignments:**

* Guiding the student to follow the classroom disciplines as per the school behavior policy.
* Carrying out the lesson schedule efficiently during the absence of the subject teacher.
* Enrolling the student’s attendance in register and having the knowledge to mark in online registration, in accordance with school MIS
* Understanding the necessary teaching strategies to use in classrooms with various skill levels.
* Supporting teachers during parents- teacher’s open house.
* Aiding and doing the work independently assigned by the respective teacher in sixth grade English, Mathematics Science and Social studies classroom each of 30 students.
* Assisting and instructing special needs student in developing cognitive skills.
* Verifying student’s copybooks and their projects submitted to the teacher and entering the marks in the mark book if necessary.
* Supporting teachers for sending the final students reports to ADEC council.
* Carrying out break duties in the quadrangle during the student’s break time whenever needed.
* Assisting with coordinator and the teachers for the documentation and maintaining records in the classroom, during inspection and submitting the term end report.
* Assisting and supporting the students in school event programs and outdoor trips.

**Biochemist, Ecoservices India Private limited, Chennai. (Jun’09- Sep’ 10)**

* Analyzed water/ bore well/ soil/ industrial waste and treated samples/air samples spectrometrically and preparing reports to the respective companies according to the policy of environment pollution board.
* Air and water samples were cultured microbiologically and obtaining the results respectively.

**Educational Qualification**

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| **Degree and Year of  Passing** | **Institute** | **Major and Specialization** | **Percentage** |
| M.Phil - Biochemistry  May 2009 | Bharathiyar University,  Coimbatore. | Cancer Biology | 60% |
| M.Sc- Biochemistry  May 2007 | Avinashilingam University  Coimabatore | Antioxidant study | 70% |
| B.Sc - Biochemistry | Periyar University  Salem | - | 80% |

**COMPUTER PROFICIENCY**:

* MS office- Word, Excel and Power point.

**Personal Details**

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