**Curriculum Vitae**

**TAIMOOR**

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**CONTACT :**

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**PERSONAL INFO:**

Date of Birth : 05. Feb. 1989.

Religion : Islam.

Nationality : Pakistani.



**OBJECTIVE:**

A highly organized and detail-oriented chemist looking for a responsible position, to make use of my interpersonal skills to achieve goals of an organization that focuses on customer satisfaction while making a significant contribution to the success of the organization.



**EDUCATION:**

 ***B.Ed. (Science)***

Level Attained : Bachelor (Professional Degree).

Institute : Hazara University.

Address : Mansehra, KPK, Pakistan.

Session : 2012.

 ***M.Sc. (Chemistry)***

Level Attained : Master.

Institute : Hazara University.

Address : Mansehra, KPK, Pakistan.

Session : 2011.

 ***B.Sc. (Chemistry, Physics, Mathematics)***

Level Attained : Bachelor.

Institute/Board : Hazara University.

Address : Mansehra, KPK, Pakistan.

Session : 2009.

 ***F.Sc. (Pre-Engineering)***

Level Attained : Intermediate.

Institute/Board : BISE Abbottabad.

Address : Abbottabad, KPK, Pakistan.

Session : 2007.

 ***SSC (Science)***

Level Attained : Metric.

Institute/Board : BISE Abbottabad.

Address :  Abbottabad, KPK, Pakistan.

Session : 2004.



**PROFESSIONAL QUALIFICATION/TRAININGS:**

 **Title of Training: Certificate in English Language.**

Organization: PILS, Haripur, KPK, Pakistan

Duration: 3 Months.

* **Title of Training: Certificate of Plumber.**

Organization: GTVC, Haripur, KPK, Pakistan

Duration: 3 Months.

* **Title of Training: Certificate of Achievement of Accident**

**Investigation Workshop.**

Organization: ICI, Pakistan

Duration: 2 Days.

* **Title of Training: Certificate of Completion Of 10 Ways to Have A**

**Better Conversation.**

Organization: ICI, Pakistan

Duration: 1 Day.

* **Title of Training: Certificate of Completion of Philosophy of Time**

**Management.**

Organization: ICI, Pakistan

Duration: 1 Day.

* **Title of Training: Certificate of Completion of Time Management.**

Organization: ICI, Pakistan

Duration: 1 Day.

* **Title of Training: Certificate of Completion of Leadership.**

Organization: ICI, Pakistan

Duration: 1 Day.

* **Title of Training: Certificate of Completion of Power of Decision Making.**

Organization: ICI, Pakistan

Duration: 1 Day.

* **Title of Training: Certificate of Completion of** **Code of Conduct And**

**HSE&SE- Module (ICI Pakistan).**

Organization: ICI, Pakistan

Duration: 1 Day.

* **Title of Training: Certificate of Completion of Introduction to Quality**

**Management System.**

Organization: Alison Online Course, Ireland

Duration: 1 Day



**WORK EXPERIENCE:**

**EXECUTIVE QC**

**01/03/2016 – Present**

**Haripur, Pakistan**

* Manage, prioritize and assign multiple tasks.
* Conduct testing of Raw materials, inprocess/finished Products and stability samples.
* Accurately record all experimental data as directed.
* Preparation of standard operating procedures and standard Analytical procedures.
* Maintain a vigilant commitment to safety at all times
* Ensure all samples are properly disposed of and follow environmental regulations.
* Utilize all equipment as intended and maintain it as needed.
* Perform lab maintenance activities as required.
* Conduct regular equipment calibrations.
* Participate in quality audits and all required trainings.
* Maintain inventory of QC items and chemicals.
* Maintain laboratory and its equipment, troubleshooting issues when necessary to ensure a safe and

productive lab.

* Prepared reagents, and test solutions in order to conduct laboratory tests.
* Conduct Analytical Method Validation and Process Validation as per schedule.
* Conduct Performance Qualification of instruments.
* Prepare and provide technical data to Drug Regulatory Authority of Pakistan and Drug Testing

Laboratory, Pakistan.

* Provide regular updates to Manager QC.

**PREVIOUS WORK EXPERIENCE:**

**Senior QC Analyst**

**21/10/2013 – 29/02/2016**

**Haripur, Pakistan**

* Conduct testing of Raw materials, inprocess/finished Products and stability samples.
* Accurately record all experimental data as directed.
* Perform lab maintenance activities as required.
* Conduct regular equipment calibrations.
* Prepared reagents, and test solutions in order to conduct laboratory tests.

**QC Analyst**

**21/11/2011 – 01/11/2013**

**Haripur, Pakistan**

* Conduct testing of Raw materials, inprocess/finished Products and stability samples.
* Accurately record all experimental data as directed.
* Prepared reagents, and test solutions in order to conduct laboratory tests.



**KEY SKILLS:**

* 8+ years as a Chemist in the Pharmaceuticals and Manufacturing industries.
* Analytical skills.
* Quick decision maker.
* Patience and determination.
* Flexibility.
* Time Management.
* Leadership.
* [Problem Solving](https://www.thebalancecareers.com/problem-solving-525749) and [Critical Thinking Skills](https://www.thebalancecareers.com/critical-thinking-525747).
* Organizational skills.
* Teamwork and interpersonal skills.
* Problem-solving skills.

**REFERENCES:**

References will be provided on demand.