**SABEEN ASHRAF**

**H.No 593 STREET.NO 12 BLOCK D SHERSHAH KARACHI PAKISTAN**

**E.MAIL ADDRESS: ariesashraf@yahoo.com**

**CONTACT NO : +92-311-2273558**

**OBJECTIVE**

*To pursue career with a leading organization,to work and learn in a goal oriented environment for enhancing my skills and broadening my knowledge,thus achieving a better understanding for solving real world problems.*

**PROFESSIONAL QUALIFICATION**

Degree : MSc (organic chemistry)

Institution : University of karachi (Morning)

Year : 2011-12 (Batch)

Degree : BSc Hons (Microbiology,Chemistry,Biostatistics)

Institution : University of karachi (Morning)

Year : 2009-2010 (Batch)

**ACADEMIC QUALIFICATION**

Certificate : Intermediate (Higher Secondary Certificate)

From Sir Syed Govt Girls College

Year : 2007

Group : Pre-Medical

Division/Grade : 1st/74%

Certificate : Matriculation (Secondary School Certificate)

Year : 2005

Group : Science

Division : 1st/82%

**KEY SKILLS**

* **Foundation English language course (2005)**

**From shakespeare English and Comp World**

* *Having good communication skills and ability*
* *Ability to work quickly and efficiently with little supervision*
* *Willing to learn and good leadership skills*

**WORK EXPERIENCE**

**FEB 2016- Till Continue**

Cibex (pvt) Ltd

Work as a Senior quality control analyst.

**JAN 2014- FEB 2016**

Karachi chemicals industries (pvt) Ltd

Work as quality control analyst.

**Job responsibilities/Tasks as QC analyst**

* Sampling of active and inactive materials as SOP.
* Properly perform analytical testing of raw materials and all dosage forms (tablets,liquids,capsules,sterile products,ointment,dry suspension ).
* Ensure proper data recording ,reporting and documentations for all the analytical testing of in-house and toll manufactured products.
* Testing of vendor samples.
* Development and update of SOPs.
* Preparation of data sheets and certificate of analysis of finished products and raw materials.
* Proper preparation and storage of chemicals and reagents.
* Work on product development,Method development.
* Work on dossier preparation.
* Calibrate laboratory instrument (In house calibration).

**INSTRUMENTATIONS**

Have a good working experience with following instruments.

* **HPLC**  (High performance liquid chromatography)

Shimadzu (LC 10ATVP Real time)

Shimadzu (LC 10 AD VP)

Lab alliance (Navchrome 2009)

* **UV Spectrophotometer**

Shimadzu 1601 (Double beam)

* **Dissolution Apparatus** (PTW W-3 Pharma test)
* **Polarimeter** (Atago polax-D)
* **Tablet disintegrator** (DT-122 Galvano scientific)
* **Tablet hardness tester** (Dr.schleuniger 8M)
* **Friability tester**
* **Conductometer** (Mettler toledo)
* **Melting point apparatus** (Gallenkamp,staurt)

**NOV 2009 – DEC 2010**

Qurat-ul-ain medical center,baldia town,Karachi, Pakistan

Work as a physician assistant in a clinic .

**Job responsibilities/ Tasks as Physician assistant**

* Perform important clerical and preventive tasks under the supervision of

physician.

* Take patients medical history , examine them and interpret the results.
* Put casts,sutures and splints on patients.
* order the medical equipments,Prescribe some initial First aid medications.
* Assist during minor clinical surgeries.
* Give patients shots (IV and IM) and immunization.
* Ability to provide counseling and communicate with patients effectively.

**Work experience in haji ebrahim jamal research institute,karachi**

**JAN 2012 – APRIL 2012**

* Chemical abstract survey on (bauhinia variegata) plant,under the supervision of Prof.Dr.munawer and give a survey report.
* Give a presentation on Determining reaction mechanism and a report under the supervision of Prof. Dr.Imran ali Hashmi.

**Lab work**

* Proper preparation and storage of chemicals and reagents.
* Standardizations/Factorizations of the volumetric solution.
* Isolations(caffeine,piperine,casein,lactose,fats,mucicacid,glucose,starch, pigments) and analysis of natural products.
* Qualitative and Quantitative analysis of different classes of organic compounds.
* Also synthesize many different classes of organic compounds.
* During studies different instruments are also used; GCMS,HPLC (Agillent),UV (SHIMADZU 1601 DOUBLE BEAM),polarimeter anddifferent chromatgraphic techniques.

**COMPUTER SKILLS**

* **Windows, MS Office, MS Word, MS Excel, MS Power point, Internet Browsing, E-mail**
* **ERP Software**

**PERSONAL INFORMATION**

Father's Name Muhammad Ashraf

Date of Birth 4-July-1990

Religion Islam

Domicile Karachi

C.N.I.C # 42401-8492086-6

Marital status Single

Nationality Pakistani

Postal Address House No 593,Street No 12,Block D,Shershah Karachi-Pakistan

**REFERENCES**

Mr zafar khursheed Plant manager (Karachi chemical ind pvt ltd) 0300-2616629

Dr Haroon ur rasheed General physician(Qurat-ul-ain medical center) 0333-2106092

**TO WHOM IT MAY CONCERN**

**SUB : APPLICATION FOR JOB**

DEAR SIR,

I **SABEEN ASHRAF,Chemist** (**Organic chemistry**) from **UNIVERSITY OF KARACHI** (morning).

I require an organization where I can exploit my capibilities in a manner advantageous for me and the organization If given an opportunity I will prove myself worth joining your organization by using my knowledge & expertise acquired at the university. Moreover I will try my best to accomplish my duties,through my devotion, hard work and sincerity and become a professional versatile for your organization.

Therefore I hope that you will consider my case and give me an opportunity in your organization, which will be worthwhile to build up my sound and dynamic professional carrer. I will be highly obliged in this regards and look forward for your favourable response.

I am enclosing, here with,my CV for your kind perusal.

Thank you in advance.

Sincerely,

**SABEEN ASHRAF**