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Manakkadavath House,  
Chullippara (po),  
malappuram dt, Kerala

## PERSONAL DETAILS

### Father Name

Ismail

### Date of Birth

25-09-1996

### Nationality

Indian

### Martial status

Single

## ADDITIONAL SKILLS

- Time management
- Training and development
- Data analysis
- Multi tasking
- Effective communication

## LANGUAGE KNOWN

- English - Proficient
- Malayalam - Native speaker
- Arabic - Pre- intermediate
- Hindi - Pre -intermediate

## ACOMPLISHMENT

Second runners in Calicut university B-zone badminton championship in 2017

# MOHAMMED RAMEES MK

## OFFICE CLERK

## ABOUT ME

Reliable professional experience of more than one year in office assistance and clerical proceedings including sound computer knowledge of office softwares. Seasoned laboratory assistant adept at maintaining equipments, documenting activities and restocking supplies, officially coordinates materials and equipments to meet laboratory demands.

## WORK EXPERIENCE

### Office Clerk

*Farook arts and science college, Kottakkal*  
26-06-2019 – 05-06-2020

- Maintained correspondence, made photocopies, completed forms, uploaded documents to the database, and oversaw all office operations on a daily basis.
- Maintaining records, checking or retrieving data from various sources , and preparing reports as needed.
- Performed other duties as assigned by manager.
- Providing support to the company through both administrative and clerical duties.

### Lab Assistant

*Farook arts and science college, Kottakkal*  
26-06-2019 – 24-11-2020

- Properly calibrated malfunctioning equipment to ensure to precise test results.
- Demonstrated competence in collecting lab samples for testing.
- Maintained lab by calibrating equipment and cleaning surfaces and items.
- Followed safety procedure when handling and disposing of hazardous chemicals.

### Lab Technician

*Almas Hospital, Kottakkal*  
05-02-2019 to 05-06-2019

- Trained in microbiology, biochemistry, hormones, serology, CBC sections.

## EDUCATION

### Bachelor of Science : Microbiology

*EMEA arts and science college, Kondotty*  
01-06-2015 to 31-03-2018

- Project: Antimicrobial activity of bio surfactant produced by BACILLUS specious using petrol as substrate

### Plus Two Science

*Oriental higher secondary school, Tirurangadi*  
01-06-2012 to 31-03-2014

## DECLARATION

I hereby declare that above mentioned information is correct to the best of my knowledge and belief.

**MOHAMMED RAMEES MK**