

COVER LETTER

Present Address

Mrs. Sadaf Mohamad Ibrahim Mujawar.
Umm-Ul-Hassam,
Bahrain.

Email ID : sadaftheoyster@gmail.com

Mobile No: +973 35478607

To

Respected sir,

Sub: - Application for a suitable post in your esteemed organization.

I take this opportunity to introduce myself as Mrs. Sadaf M Mulla, Bachelor of Science in Chemistry, Botany and Zoology.

I have a total of 6 years of work experience. Among these 3 years work in a Pharma company in Quality Control Department as Quality Analyst and 3 years work in Charly Computers (Manusoft Computer) as a Maintenance Engineer for Lab Investigation Software & Hospital Management Software.

I am hereby enclosing my Resume for your kind consideration. Looking forward to being a part of your organization.

Thanking You Yours

sincerely

Mrs. Sadaf M Mulla .

RESUME

Ms. SADAF M MULLA

Contact no.: +973 35478607

E-mail: sadaftheoyster@gmail.com

CAREER OBJECTIVE:

To be part of and contribute to a growing organization, offering ample opportunities for development of my skills and potential in enhancing my career.

EDUCATIONAL QUALIFICATION:

10th from, Karnataka Secondary Education Examination Board, Bangalore, 2007.

12th from, Department Of Pre-University Education, Bangalore, 2010.

B.Sc. (CBZ) from Rani Channamma University Belgaum, 2014.

COMPUTER AWARENESS:

Certified MS office & Internet skills.

Operating system: windows 7, 8, 10 & 11 .

Appearing diploma in Software testing Course.

PROFESIONAL EXPERIENCE (6 YEARS):

- 2 years worked as a QC Analyst in Quality Control Department at HLL Lifecare Limited, Kanagala, Tal : Hukkeri, Dist : Belgaum, Karnataka, INDIA. (Jan.2014 - Dec.2016)
- 1 year of work experience as a QC Officer in Quality Control Department at Abbott India Limited Goa, Verna industrial estate, INDIA. (Jan.2017 - Feb 2018)
- 3 years of work experience as maintenance engineer at Manusoft Computers, Nipani (April 2018 - Oct 2021)

JOB RESPONSIBILITY :

❖ At HLL Lifecare Limited

- Execution for SAP Activities Related to Quality Control Department.
- Maintaining Daily Records for Quality Control Department.
- Purified Water Testing.
- Raw Material Testing. (OCP, Latex, BDU & SNP)
- Stability Sample Testing.
- Documentation for Quality Control as per WHO & ANVISA norms.
- Reporting of OOS and OOT Results to section head.

❖ At Abbott India Limited

- Calibration of instruments –Weighing balance, pH meter, Conductivity meter.
- Purified Water Testing.
- Raw Material Testing
- Shelf life study for volumetric reagents
- Documentation for Quality Control as per WHO norms.
- Maintaining daily records for Environmental Temperature and Humidity Monitoring Records for Quality Control Department.

INSTRUMENT KNOWLEDGE:

- UV-VIS Spectrophotometers – Shimadzu
- FTIR –Spectroscopy - Shimadzu
- Dissolution Test Apparatus - Electro lab
- HPLC – Shimadzu (LC Prominence)
- Gas Chromatography - Shimadzu
- TOC - Hatch

❖ At Charly Computers (Manusoft Computers)

- For maintenance call we check the problem, find solution, fix it & taking follow up for Clients Query.
(Back end is SQL Express & Front end VB.net)
- Giving training to the client about our Lab Investigation Software & Hospital Management Software
- Along with this sending Quotation to our new client.
- By sending AMC letter receiving the Maintenance amount, generating bill & Receipt in accounts.

HOBBIES:

Sports- Volleyball, Table Tennis, Tennikoit. Listening Music

PERSONAL PROFILE :

- Name : Mrs. Sadaf M Mulla
- Spouse Name : Mr. Mohamad Ibrahim K Mujawar
- Date of Birth : 26/04/1991
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Languages Known : English, Hindi, Marathi & Kannada
- Permanent Address : Umm-Ul-Hassam, BAHRAIN.
- Passport No : W8346613 (Valid till 13-12-2032)
- Visa Type : Dependent Visa (Valid till 27-12-2024)

DECLARATION:

Information given above is correct to the best of my knowledge.

(Mrs. SADAF M MULLA)