

Namra Saleem

📍 Industrial Estate Multan ✉ namrash786@gmail.com ☎ 03106609889 🔗 <https://www.linkedin.com/in/namra-saleem-7343631b5/>

SUMMARY

I have expertise in pesticide and fertilizer analysis, data analysis, stock management & record keeping. Experienced in taking command of instruments, physical and fertilizer testing, and working on ISO/IEC 17025 standard. Attended International Chemistry Conferences to stay updated with the latest research. Applied analytical skills to achieve the organization's goals. Seeking a challenging position to utilize my skills and experience to growth and success of the organization.

EDUCATION

MPhil Analytical Chemistry

Minor in Inorganic Chemistry • The Women University • Multan, Pakistan • 2020 • 3.65

BS Chemistry

Bahuddin Zakariya University • Multan, Pakistan • 2018 • 3.33

EXPERIENCE

Chemist

Commander Agro Pvt Ltd

November 2020 - March 2022, Multan

- Conducted analysis of pesticide and fertilizer products using HPLC, UV-vis spectrophotometer, flame photometer, viscometer, and laser particle size analyzer, resulting in the successful identification and quantification of key compounds.
- Worked on ISO/IEC 17025 standard, resulting in the accreditation of the laboratory and ensuring compliance with international quality standards.
- Conducted physical testing on products, including viscosity, pH, density, suspensibility, wettability resulting in comprehensive product characterization.
- Created and maintained detailed records of laboratory activities, including test results, equipment maintenance, and calibration, ensuring accurate and reliable data interpretation.
- Collaborated with team to troubleshoot technical issues and improve laboratory processes for better performance.
- Managed inventory records for raw materials essential in the production process, with a particular focus on tracking the availability of xylene, monitoring emulsifier stock levels, and overseeing the status of technical materials.
- Provided timely updates regarding stock availability and meticulously recorded pertinent data aligned with current inventory levels.
- Developed and maintained comprehensive data sheets detailing both on-hand and anticipated stock quantities.
- Implemented vigilant oversight of warehouse operations to ensure a seamless and accurate execution of activities.
- Worked on MS Excel and Google Sheets for maintaining data.

SKILLS

Physical Testing and Instrumentation Handling. Data Analysis, Reporting, Stock Management, Proficient in using MS Excel & Google Sheets || Technical expertise, Analytical skills, Attention to detail, Multitasking, Time management, Team Work, Adaptability, Ability to Work Under Pressure, Communication Skills.

PROJECT

Evaluation of hazardous heavy metals in facial creams.

MPHIL Project

◆ CERTIFICATIONS

ISO/IEC 17025

IQS & AS Multan • 2021

◆ Basic IT literacy

MTEC Multan • 2018