

# Andrew Philip

Perth, Australia

## Objectives

Self-motivating, able to work independently and as a team member. Establish strong working relationships with professional staff at all levels. Have good management skills and be able to manage things easily. Final work the aim is to make a difference related to any field and be known for its hard work and motivation

## Skills

- Documentation
- Record Tracking
- Paper Testing Expertise
- Recovery
- Quality Control
- Chemical Analysis
- Communication Skills
- Instrumentation
- Laboratory Management

## Experience- 6 Years

APRIL 2017 - FEBRUARY 2020

### **AL-Haram Electronics, Wellington - Recovery Agent**

#### **Responsibilities**

- As a Recovery Agent at AL-Haram Electronics Recovery Services, I am responsible for getting back products that people have not paid for. I do this while following all the laws and treating people with respect
- Developed strong negotiation skills in interactions with debtors, consistently achieving positive outcomes
- Handled difficult conversations with empathy and professionalism, maintaining a positive representation of the company
- Write detailed reports for my clients and bosses, so everyone knows what's going on

MARCH 2020 - PRESENT

### **Mandiali Paper Mill, Sydney - Laboratory Incharge**

#### **Responsibilities**

- Develop and implement quality control procedures to ensure the production of high-quality paper products
- Conduct regular inspections of raw materials, intermediate products, and finished goods to verify adherence to quality standards

- Conduct various tests on raw materials and finished paper products, such as tensile strength, burst strength, porosity, and moisture content tests
- Perform chemical analyses to assess the impact of different additives and processes on paper properties

## Education

AUGUST 2014 - AUGUST 2016

**Punjab College, Sydney** - *Fsc (Pre-Engineering)*

NOVEMBER 2012 - APRIL 2014

**The International School System, Perth** - *Matric*

## Languages

- Urdu - Native
- Punjabi - Native
- English - Medium