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 | * Recovery | * Communication Skills |
| --- | --- | --- |
| * Record Tracking | * Quality Control | * Instrumentation |
| * Paper Testing Expertise | * Chemical Analysis | * 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