

Zainab Kamran

37, Jinnah street, DHB Society, Allama iqbal town Lahore, Pakistan

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Objective

To obtain a position where I could effectively apply my skills and knowledge.

Education

2017	B.Ed Allama Iqbal open university
2013	BSc (Hons) Chemistry (Specialization: Organic Chemistry) Forman Christian College (A Chartered University), Lahore
2009	F.Sc (Pre-medical) Govt. Jinnah Degree College, Lahore
2006	Matriculation (Science) Al-Mustafa School System, Lahore

Professional Experience

Jun-Jan 2017	<i>Production Manager</i> Sweet Affairs (PVT) LTD (WSG group), Lahore <ul style="list-style-type: none">• Oversee Production process, make schedules and give attention to Research and Development area• Supervise procurement tasks and control purchasing costs• Supervise Supply Chain department; plan and control inventory and warehouse management• Schedule dispatches of products• Give strong attention to customer service and ensure customer turnaround• Constructive decision making• Monitor expenses of department• Employee training, team building and team leadership
Jun-Jun 2015	<i>Production Manager</i> Capital Industries (PVT) LTD (WSG group), Lahore <ul style="list-style-type: none">• Make forecasts of production and production process• Monitor plant process and maintain SOPs• Inventory management and ordering• Operate SAP; planned production orders and its completion
Apr-Jun 2014	<i>Lecturer</i> Umar College, Lahore <ul style="list-style-type: none">• Prepare Chemistry lectures• Deliver conceptive lectures• Effective discussions on topics
Nov-Jun 2014	<i>Lecturer</i> Superior group of colleges <ul style="list-style-type: none">• Delivering chemistry lectures• Invigilation in test session• Preparing tests per board pattern• Coordination with other staff for cocurricular activities

Projects and Research Papers

- Synthesis, characterization and biological study of a Schiff base derived from 2-Chloro-4-nitroaniline and Salicylaldehyde.

Awards & Achievements

2009-2013 Certificate of Distinction, Valedictory Award for core values, FCC
2009-2013 Certificate of Distinction, Valedictory Award for service, FCC

Co-Curricular Activities

2012-2013 Certificate of Participation in the green quiz organized by Green Living Association
Nov 2011 Certificate of participation in Poster Competition organized by Speers Chemical Society, FCC
Apr 2011 Certificate of service for humanity by Fatimid Foundation, Blood Bank and Hematological services
2012-2013 Certificate of Participation in 6th International Youth Performing Art Festival, Rafi Peer Theater, Lahore

Skills & Interests

- Communication: Leader ship, Team building, Presentation
- Computers: SAP, Word, Excel, PowerPoint
- Languages: Urdu, English, Punjabi
- Interests: Reading, Browsing, Traveling

References

Available upon request