



# Muhammed Aseem

Junior Chemist

🏠 Al Naseem Street,  
Rashidiya 1 , Ajman

☎ +971567118274,  
+917293388669.

✉ aseem8669@gmail.com

## SKILLS

- Quick-learning
- Critical thinking
- Detail-oriented
- Active Listening
- Time-management
- Communication skills
- Self-motivation
- Research and analysis
- Organization and planning
- Prioritization and problem-solving

## HOBBIES

- Playing Games
- Travelling
- Listening Music
- Video Gaming
- Art & Design

## SUMMARY

High- energy **Chemist** with proven leadership, critical thinking and project management abilities gained during the chemistry based career. Experienced in managing experimental requirements of lab and highly responsive to do the experiments and it's paperwork's in timely manner . Smoothly organize resources to keep my organization efficient and achieve the life goals..

## PROFESSIONAL EXPERIENCE

### Assistant Chemist

Jun 2020 – Oct 2021

Three Star Creations Pvt Ltd. | Edathala

- Assist Head Chemist in planning and executing laboratory tests according to test procedures.
- Quality of samples.
- Setup laboratory equipment, materials and supplies ready before conducting chemical experiments.
- Document test procedures and results and report the same to Head Chemist for analysis.
- Report equipment repair and maintenance requests in timely manner.
- Maintain the laboratory clean, safe and organized.

### Office Administrator

July 2019 – May 2020

Spectra Ingenious | Ernakulam

- Greet visitors and direct them to the appropriate offices.
- Provide administrative support for operations team.
- Understand search analytics to advice content creators on various enhancement strategies for perform on Google, Instagram, Facebook and Company websites.
- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents.

### Office Assistant

May 2018 – Jun 2019

SB Associates | Aluva

- Data Management.
- Allotting works for accountants.
- Sorting and distributing communications in a timely manner.
- Organizing the office and assisting associates to optimize processes.

## **PERSONAL INFORMATION**

- NATIONALITY : Indian
- DATE OF BIRTH : 31/01/1996
- MARITAL STATUS : Single
- PASSPORT No. : R8040342
- VISA STATUS : Visit Visa
- VISA VALIDITY : 25/02/2022

## **LANGUAGES KNOWN**

- **English**  
*Full Professional Proficiency*
- **Malayalam**  
*Full Professional Proficiency*
- **Hindi**  
*Limited Working Proficiency*

## **EDUCATIONAL QUALIFICATIONS**

- **BSc. CHEMISTRY Model III Petrochemicals** - Mar 2018  
AL-AMEEN COLLEGE | Edathala  
MG University
- **Bio - Maths** - Mar 2014  
GOVT. H S S | Kongorpilly  
Kerala Board of Examinations
- **SSLC** - Mar 2012  
L F H S | Panayikulam  
Kerala Board of Examinations

## **ADDITIONAL INFORMATION**

### **Technical Skills**

- MS Office Applications.
- Html5.
- Bootstrap & CSS.
- Python.
- Django.

### **Certifications**

- Certificate program in Python.
- Certificate programme in CIPET in QC
- Certificate in QA QC NDT