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| **Curriculum Vitae**  **SUSAN MARIA SIRAJ**  Sharjah - UAE  Mobile: 052 738 0774  Email: [susanmariajasim@gmail.com](mailto:susanmariajasim@gmail.com) |  |

Post applied for: **Medical Laboratory Technologist**

**Evaluated as: Medical Laboratory Technologist**

**MOH Pro metric and Oral Exam Passed (September–2015)**

**Evaluation Certificate Number: 115891)**

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| **Career Objective** |

I am an enthusiastic and dedicated professional, who enjoyed being part of a successful and productive team. I am able to work well on my own initiative and can demonstrate the high level of motivation. I am seeking a challenging career opportunity in a well equipped medical lab where skill and expertise can be utilized.

I can gain further exposure and heighten my competences at the same time give significant contribution to the growth and advancement of the organization.

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| **Education Profile** |

* Post Graduate Diploma in Hospital management PGDHM **2011-2012**

Annamalai University – DE (**Second Division**)

* B.Sc. – (MLT) **2007 – 2011**

PDS College of Medical Lab Technology, (Dr. NTR University) (**First Division**)

* Higher Secondary – Vocational **2005 – 2007**

MESCO Jr. College, Dar Al-Shifa (**Distinction**)

* High School – SSC **2005**

Spring Dale High School, Panjetan Colony (**First Division**)

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| **Computer Skills** |

**Operating System**: Familiar with Windows XP and Windows 7 environment.

Net Browsing, M.S Excel, MS Word Operate Computer, Good Typing Skills.

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| **Certifications** |

* Basic Life Support BLS Certificate and License (valid)
* All India Medical Laboratory Technologist’s Association AIMLTA – Life Membership Certificate from May 2010.
* Registration Certificate (License) – Andhra Pradesh Paramedical Board from March 2012.
* Internship Certificate – Hospital Management from PDSC&G Hospital, Hyderabad.

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| **Professional Profile** |

**Medical Laboratory Technologist (General) Total Duration: 3+ Years**

* Worked as Medical Lab Technologist in Riaz Medical Centre, Al-Shahba, Sharjah (**2016-2017**)
* Worked as Medical Lab Technologist in Sunny Specialty Medical Center, Rolla, Sharjah (**2015-2016**).
* Worked as Medical Lab Technologist in Central Laboratory, Miraj, Maharashtra (**2014-2015**).
* Worked as Medical Lab Technologist in S.S. Diagnostic Center, J.J. Khan Road, Chennai (**2012-2013**)

**Worked in Hematology, Biochemistry, Microbiology, Serology, Phlebotomy, Urine, Stool and Body Fluids Departments:**

* Complete blood picture, cell counts, microscopic exams and all other hematological tests.
* Complete Examinations of blood, urine, stool etc.
* Routine Clinical Biochemistry Tests and Microbiology Procedures.
* Hematology and Microbiology staining procedures.
* Carried out Blood groupings, Immunology-Serology tests for the diagnosis.
* Basic knowledge of Quality Control.
* Have an ability to work with others and independent too.
* Gives attention to patient and their report details and priority to the accuracy.
* Prepare and maintain a variety of routine laboratory records.
* Proper safety precautions and procedures utilized in handling all type of laboratory specimen, reagents, chemicals and hazardous waste.
* Phlebotomy techniques, specimen handling.

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| **Strengths** |

* Excellent problem-solving and organizing skills
* Patience, Confidence, Positive thinking
* Creative and innovative thinking
* Ability to take initiatives and play well in a team
* Quick learner, get familiar and easily to the work environment
* Hard worker and smart work
* Good Communication and interpersonal skills
* Like to learn new things to achieve the Organization goals.
* Sincere, dedicated and an ambitious worker who can work under pressure.
* Willing to take on added responsibilities.
* Good time management and organizational skills.
* Ability to work independently and as a co-operative team member.
* Possess a pleasing personality and professional appearance.
* Patient, personable and receptive.
* Believe in creating interesting and highly working atmosphere.
* Remained good humored and enthusiastic under pressure and deliver the best
* Skilled organizer and problem solver with the ability to consider options with an open mind before making a decision.
* Excellent interpersonal, communication & relation building skills.
* A quick learner who can work under minimum supervision.

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| **Personal Information** |

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| **Date of Birth** | : | 13 April 1989 |
| **Husband’s name** | : | Jasim Kapoor |
| **Gender** | : | Female |
| **Marital Status** | : | Married (3 year old Baby girl) |
| **Nationality** | : | Indian |
| **Languages Known** | : | English, Hindi & Urdu (Read, write & speak) little Arabic |
| **Visa** | : | Husband’s Visa |
| **UAE–MOH License** | : | MOH Pro metric & oral exam passed (in September 2015) Got Evaluation Certificate (Certificate number 115891) Evaluated as Medical Lab Technologist. |
| **India License** | : | From Andhra Pradesh Para-Medical Board (Valid)  **(Susan Maria Siraj)** |
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