

# Ashma Shaji

MEDICAL LAB TECHNICIAN



## Personal details

### Name

Ashma Shaji

### Email address

ashmashaji7@gmail.com

### Phone number

9048827736

### Address

Alangad, Aluva

**Date of birth** March 13, 1996

### Gender

Female

### Nationality

Indian

### Civil status

Married

### Visa Status

Husband Sponsorship

## Skills

DHA License

Holder



## Profile

*ISO Certified Medical Laboratory Technician with experience in performing a variety of multi-skilled functions including specimen collection, receiving and preparation of specimen for analysis; assisting workflow coordination in all general areas of the laboratory; perform routine clerical and technical processes required for the smooth operation of the laboratory, serving as a liaison to internal and external customers. I am currently seeking a challenging position where my extensive experience, training and commitment to excellence can be professionally utilized while offering ample opportunities efficiently and effectively.*

## Education

2016	<b>Bachelor of Science in Biotechnology</b> Union Christian college, Aluva
2018	<b>Diploma in Medical Laboratory</b> Govt. Medical College, Ernakulam

## Employment

Jan2022 - Jan2024	<b>Medical Laboratory Technician</b> MENALABS, Dubai <ul style="list-style-type: none"><li>Receiving, labeling and analyzing samples (blood, toxic, tissue etc.)</li><li>Designing and executing laboratory testing according standard procedures.</li><li>Performing routine laboratory procedures such as preparing slides and culturing specimens.</li><li>Conducting experiments under defined conditions to verify/reject various types of hypotheses using refined scientific methods.</li><li>Maintaining inventory and order supplies as needed to keep the laboratory adequately stocked.</li><li>Maintaining records by documenting quality control results, out of control action, and informing supervisors of recurring problems or those problems requiring immediate attention.</li></ul>
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Medical Expert ●●●●●●

Excellent ●●●●●●

Communication ●●●●●●

Attention to detail ●●●●●●

Problem-solving ●●●●●●

Active listening ●●●●●●

Accountable ●●●●●●

Ms Office, Lab software ●●●●●●

## Medical Lab

### Expertise

Sample Collection ●●●●●●

Clinical ●●●●●●

Biochemistry ●●●●●●

Clinical Pathology ●●●●●●

Microbiology ●●●●●●

Hematology ●●●●●●

RT PCR, TRUNAT ●●●●●●

### Languages

English ●●●●●●

Hindi ●●●●●●

Malayalam ●●●●●●

Tamil ●●●●●●

### References

References available upon request.

Nov 2020 - Aug 2021

**Medical Lab Technician**

Government Medical College, Ernakulam

- Performing clinical laboratory tests, such as hematology, immunohematology, chemistry, bacteriology, mycology, serology, parasitology, endocrinology, general immunology, and urinalysis.
- Ensuring the efficient running of the assigned section/department/lab, which includes routine work of different aspects of clinical investigations, sterilization of laboratory equipment, etc.
- Collect and process samples, verify specimen identification and investigate and resolve testing issues.
- Performing special handling and packing of referral samples.
- Ensuring that sufficient quantities of laboratory chemicals, test kits and equipment are available at all times. Includes raising requisitions and taking stock.
- Preparing basic laboratory reagents.
- Mailing and filing lab reports.
- Maintaining all instrumentation and testing procedures within established quality control standards.
- Ensuring that the proper disposal of Laboratory Contaminated Medical Waste and Sharp items in compliance with current HSE regulations.
- Responsible for attending mandatory departmental and hospital in-service and competency programs.
- Performing all duties in a manner that is consistent with PHCG Code of Conduct.
- Attending mandatory departmental and unit meetings.
- Ensuring compliance with all QC protocols.
- Maintaining necessary supplies and inventory.
- Participating in continuing education programs to maintain licensure and remain updated on changes in the medical technology field.
- Performing all other duties as required or assigned.

Nov 2019 - Jul 2020

**Medical Lab Technician**

Medicare Diagnostic Center, Idukki