

# ASADULLAH MEMON

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KARACHI, 75280 PAKISTAN

## SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Dedicated student interested in applying excellent communication and interpersonal skills LAB TECHNICIAN role. Experienced in data entry and handling money. Can quickly memorize product details and build customer relationships.

## SKILLS

- Goal Setting
- Event Coordination
- Report Preparation and Analysis
- Documentation Management
- Report and Technical Writing
- Safety Protocols
- Culture Maintenance

## EXPERIENCE

**SCANNING COORDINATOR** | 03/2021 to 03/2022  
**IBA SUKKUR - SUKKUR, PAKISTAN**

- Resolved customer complaints or answered customers' questions.
- Coordinated with other supervisors, combining group efforts to achieve goals.
- Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs.
- Trained employees on best practices and protocols while managing teams to maintain optimal productivity.

**LAB TECHNICIAN** | 02/2018 to 02/2020  
**OGDCL - KARACHI, PAKISTAN**

- Oversaw lab equipment stock and placed orders to expand inventory.
- Supplied quality control data for regulatory submissions to support corrective actions.
- Identified and fixed issues with lab equipment to achieve more accurate lab results.
- Assisted engineers in addressing failure modes using test methods.

## EDUCATION AND TRAINING

**S.B.T.E KARACHI - KARACHI**  
**DIPLOMA**  
**CIVIL, 02/2018**

**B.I.S.E SUKKUR - SUKKUR**  
**MATRIC**  
**SCIENCE, 04/2015**

## LANGUAGES

**English:** First Language

**Urdu:** C2  

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**Proficient**