

Keshar M. Tamrakar
Central Stockroom Manager
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Summary of Qualification

- Strong ability to make decisions and respond to problems in a safe and efficient manner.
- Strong ability to work in team and collaborations.
- Excellent in analytical and problem solving skills.
- Quick learner and ability to work under pressure.
- Strong ability to handle multiple projects simultaneously with frequent interruptions.
- Excellent communication in more than one language which includes English, Nepali, Newari, Hindi and Urdu and Interpersonal skills.
- Strong time management, organizational skills, and attention to detail and high level of accuracy.
- Knowledge of Microsoft Office Suite applications and Proficiency with computerized laboratory equipment and computerized inventory methods.

Experience:

Utah Valley University
Central Stockroom Manager

Orem, UT
08/2013 to continue

- Responsible for the oversight of all chemistry stockroom functions.
- Ensure that the stockroom staff supports the academic functions of the Chemistry Department.
- Work closely with the Chemistry Department Chair and faculty lab coordinators to maintain lab budgets, prepare for the teaching laboratories, and compliance and safety.
- Manage and document the proper preparation of materials, consumables, and non-consumable supplies and instruments needed for each of the laboratory courses.
- Organize the stockroom staff and lab assistants for proper maintenance of equipment and supplies, as well as a check-out system for equipment and supplies removed from the stockroom.
- Develop and implement appropriate chemical hygiene policies and practices and ensure policies and practices.
- Work with Director of Emergency Risk Management and Safety Committee.
- Manage university wide online Chemical inventory system (Chemdata).
- Procure chemicals for research and teaching lab and lab supplies for the Colleges of Sciences and maintain lab budget.
- Responsible for interviewing, hiring, training and supervision of stockroom staff.

- Attend meetings and seminars.

Stat Analysis Corporation
Organic Chemist/Tech

Chicago, IL
08//2011 to 06/2013

Roosevelt University

Chicago, IL

Science Laboratory Manager

08/2000 to 10/2010

- Enforced OSHA & EPA safety regulations and worked with the departmental laboratory safety committee to maintain up-to-date safety procedures and documentation.
- Coordinated chemical waste storage and disposal.
- Designed and implemented a chemical hygiene plan for the Department of Science.
- Purchased chemicals, laboratory supplies and new equipment and maintained science laboratory budget.
- Met with vendor representatives to obtain pricing of equipment.
- Hired, trained and supervised laboratory assistants.
- Prepared and put in place equipment scheduled for use during laboratory teaching sessions.
- Provided safety training and conducted monthly safety inspections for all laboratories.
- Taught inorganic, organic and analytical chemistry laboratory sessions in absence of faculty.
- Maintained instrumentation including FTIR, Centrifuge, UV/Vis, Anaerobic chamber, Refractometer, Con-focal microscope, Nitrogen locator, GC, Autoclave, PCR.
- Coordinated the activities of the university science laboratory to assist faculty in teaching and research programs.

Education:

University of York

York, England

**Post-graduate Diploma in Applied Educational
(Chemical) Studies**

1990

Hawthorn Institute of Education

Victoria, Australia

Advanced Vocational Teacher Training

1986

Tribhuvan University

Kathmandu, Nepal

M. Sc.: Chemistry

1983

Tribhuvan University

Kathmandu, Nepal

Diploma: Biology/Chemistry

1980

Tribhuvan University

Kathmandu, Nepal

Diploma: General Mechanics

1974

Computer skills/professional training:

- Microsoft Word, Excel, Access, Front page, Outlook, Photoshop, Adobe, C++, Visual basic programming, Blackboard, Banner, Canvas.

- Quality service experience, Strategic planning retreat, Lab safety training, Quality leadership.

Affiliation:

- National Association of Scientific Materials Managers (NAOSMM).

Publication:

- Mifuti (short story collection)
- Lagaya Ji (short story collection)
- Ji Bishwas Mwaye (short story collection)
- Chicago Newa (editor)

Award/Appreciation:

- 10 years of dedicated service: Certificate of Recognition: Roosevelt University: 2010.
- 5 years of dedicated service: Memories of Milestone: Utah Valley University 2019.
- Sigma - Aldrich travel award: NAOSMM: 2009, 2010, 2014, 2015, 2016, 2017, 2018, & 2019.
- Community Service Award: Asian American Hall of Fame USA 2013
- Nominated for outstanding service: Roosevelt University: 2007, 2008 and 2009.
- Certificate of Appreciation: Budhanilkantha School, Kathmandu: 1998.