

RUKHSANA

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OBJECTIVE:

"I would like a job where my experience in development, supported by innovative decision-making and systems engineering abilities, will result in an expanded clientele and a more profitable organization."

EXPERIENCES:

- > **ASSURE LAB| RECEPTIONIST & PHLEBOTOMIST**
(2022)
- > **INDUS PENCIL INDUSTRIES | MACHINE OPERATOR**
(2020-PRESENT)
- > **MEGI INSTITUTE | RECEPTIONIST**
(2019)
- > **EVER SHINE GRAMMAR SCHOOL | PRIMARY TEACHER**
(2019- 2020)
- > **WHITE ROSE GRAMMAR SCHOOL| PRIMARY TEACHER**
(2018- 2019)
- > **AQSA PROGRESSIVE SCHOOL | PRIMARY TEACHER**
(2014-2018)
- > **PRIMARY HEALTH CARE CENTER | DR. ASSISTENT**
(2022-2023)

SKILLS:

- > Blood collection
- > Data entry
- > MS office
- > Documenting and reporting skills.
- > Decision making ability.
- > Communication skills.

EDUCATION:

- > **ENGLISH LANGUAGE COURSE**
MEGI INSTITUTE, KARACHI
- > **MATRICULATION**
KB CONTRACTOR GIRLS SECONDARY SCHOOL
2013 - 2014, KARACHI

