

Objectives

“Looking for a challenging career in an organization where I can use my efforts to the best of my ability and where my education, specialized proficiency and capability would be valuable to the growth of organization and myself.” I aim at a better future for myself and the organization I work for by Adding my innovative ideas to the system or department. Moreover, being a social Activist is the point of interest for me and becoming a personality, crucial for the People and company I live with.

Experience

Teacher

Teaching

- 1 year English language teaching 2 Years teaching experience in opal crown school

Internee

Microbiology internship

3 months work on reporting of results in lab reception • 3 months Worked as phlebotomist 3 months internship in NIH Islamabad (national institute of health) • Worked in microbiology, immunology, parasitology, haematology, special chemistry, chemical pathology, histopathology, serology, virology, and covid Lab and an internee • 3 months internship in bolan Medical college and hospital Quetta • Microbiology Lab • 3 months of internship in Fatimah Jinnah hospital Quetta FJICD in microbiology, covid, Tb, and general Lab Experience related to culture sensitivity, Gram staining, Antibiotics sensitivity test AST and media preparation • Experience regarding lab machines including, Vitek1, vitek 2, malditop, disc dispenser, cobas c311, and all the essential lab machines.

Receptionist/store keeper

Hospital reception and store keeping

- 3 months of work in casualty of civil hospital zhob 6 months of medical store shop keeping 6 months hospital reception

Key Skills

Receptionist skills • Multi language
• Artificial intelligence Ai expertise
• Photo editing and video editing expertise
• Working on printing presscomputer
work(office/xl/word/coral
draw/adobe/graphics
design/photography, Video editing
, chatgpt and Ai prompt and
command, software based entry , •
Diploma in English language •
Effective communication skills o
Possess good interpersonal skills,
Presentation, Negotiations,
Listening, o Teaming, Collaboration,
Decision making etc.
1. **Typing Proficiency:** Fast and
accurate typing skills, including
familiarity with numeric keypads. 2.
Attention to Detail: Ability to
maintain high accuracy in data entry
tasks. 3. **Basic Software
Knowledge:** Proficiency in

Microsoft Office applications,
especially Excel and Word. 4. **Data
Management:** Skills in organizing,
storing, and managing data
effectively. 5. **Communication
Skills:** Good written and verbal
communication abilities for clear
data interpretation and reporting.
6. **Time Management:** Efficiency
in managing workload and meeting
deadlines. 7. **Error Detection:**
Ability to identify and correct data
entry errors. 8. **Database
Software:** Basic knowledge of
database software like Access, SQL,
or CRM systems. 9.
Confidentiality: Understanding
the importance of discretion and
confidentiality in handling sensitive
data. 10. **Adaptability:**
Capability to quickly learn and
adapt to new data entry systems or
softwares

Qualifications

MATRIC

Shakir science higher secondary school muzzafargarh

1/2012 - 1/2014

FSC PRE(Med)

Tameer e nau public college quetta

12/2016 - 12/2018

BS MICROBIOLOGY

University of Balochistan Quetta

9/2019 - 9/2023

Projects

Worked on olive extraction and purification

4/2022 - 12/2023

worked in NIC NATIONAL INCUBATION CENTRE BUITEMS FOR THE
OLIVE PURIFICATION SYSTEM

Interests

Documentary , watching news,
reading books, photography,

videography

Achievements

Certificate of workshop/diploma

Microbiology workshops/social work

12/2021

Worked on fungus candida auris ,attended 1 day workshop. • Have CIT Diplomas in computer. • 6 months experience as Social Worker.Organized antimicrobial week seminar and certificate in university of Balochistan Quetta • Workshop certificate on water day

Languages

English
Urdu

Pashto

Personal Information

Father Name: Faiz muhammad

Date Of Birth: 03/05/1998

CNIC: 5650384010823

Nationality: Pakistan

Marital Status: Single

Religion: Islam

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gunj markaz road zhob

References

Request On Demand