

Tuba Irfan
A-113 Block 'S', N.Nazimabad,Karachi

Human Resources Department

Dear Sir,

I am writing in response to your spontaneous application procedure.

As you'll see on my enclosed resume, I have the educational background, professional experience, and track record for which I can play a role in the development of your Organization. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your institute prestige.

I can promise that meeting with me will not be a waste of your time and I will make myself available at your convenience, during or outside of normal working hours.

My Resume is enclosed herewith for your reference.

Sincerely,

Tuba Irfan

Tuba Irfan

A-113 Block 'S', N.Nazimabad, Karachi.

Email: tuba.irfan.14@hotmail.com,

Mobile: 0092-334-3734885

OBJECTIVES:

To utilize and enhance my capabilities, knowledge in a viable manner for the benefit of the organization that encourages innovation and creativity in the job process. I want to accomplish the job assigned to me in a better way.

WORK EXPERIENCE

Abbasi Shaheed Hospital

Internee

2015

Key Responsibilities

- In-patient Pharmacy
- Medication Use Evaluation and Medication Utilization Review based on hospitalized patient data
- Patient counseling

Essa Laboratory

Internee

2013

Key Responsibilities

- Out-patient dispensing
- 24 hour medicine dispensing
- Compounding of drugs according to standard formulas
- Operation hospital software

EDUCATION

PHARM-D

Hamdard University Feb 2011 to Dec 2015

Intermediate

Board of intermediate Education, Hyderabad 2010

Matriculation

Board of secondary Education, Hyderabad 2008

COURSES

Certificate in Dispensing Pharmacy

ESSA Laboratory (30 hours)

AWARDS AND HONOURS

1st position in 'Badminton'

Board of intermediate and secondary education, Hyd

26th Nov 2009

1st position in 'volleyBall' (Captain)

Board of intermediate and secondary education, Hyd

16th Dec 2009

1st position in 'Cricket' (Captain)

Board of intermediate and secondary education, Hyd

14th Jan 2010

2nd position in 'HandBall' (Captain)

Board of intermediate and secondary education,Hyd
3rd position in 'Tennis'

18th Nov 2010

Board of intermediate and secondary education,Hyd

20th Jan 2010

Certificate in ASC NetBall coaching and tournament 2009

Pakistan NetBall federation in collaboration with Australian sports commission

SEMINARS AND CONFERENCES

World Pharmacist Day

The Agha Khan University

17th Oct 2015

SUCCOR Dug and poison information Center

Hamdard University

30th Oct 2014

Pharmacy, a Unique Profession, Role of Community Pharmacy & Impact of Clinical Pharmacist in Changing Health Care System

Hamdard University

29th Feb 2012

Preconception care and counseling and' Diabetes

Organized by Karachi Institute Of Heart diseases and ESSA lab

12th June,2010

WORKSHOPS

Anticoagulant Services-Pharmacist involvement

The Agha Khan University

12th Dec 2015

Emerging Strategies for the Management of Chemotherapy Induced Nausea and Vomiting

The Agha Khan University

12th Dec 2015

SKILLS

- M.S office 2007,2010,2013
- SPSS v19.01
- Good interpersonal skills to mix with people from various nationalities, cultures and educational backgrounds.
- Having both team and leadership qualities.
- Strong Communication and Presentation skills

REFERENCES

Will be rendered on request