

Dear Placement Manager,

I am seeking the opportunity to apply myself to the vacant position in your esteemed organization to enable me to initiate & capitalize my professional experience in the Pharmaceutical Industry whilst allowing me to progress in my career & advance within healthcare in general. Your organization seems to be an ideal prospect, in view of my education & aspirations. I desire fresh challenge, with the possibility of progression to enable me to fulfill my career objectives & build the highly relevant skills.

As my resume reflects, I've successfully completed **Doctorate of Pharmacy** from **University of Karachi (UOK)** & during this span I have attended various **related workshops & seminars** and have also worked in the space of an **intern** in two renowned hospitals, **Abbasi Shaheed Hospital (ABH) & Liaquat National Hospital (LNH)** that have equipped me with vital practical knowledge & enabled me as to how deal with live cases.

With applauding academic and professional background and a demonstrated commitment to achieve goals, I am confident I can make a significant contribution to your organization in general and prove to be a resourceful addition to your department. I look forward to the possibility of speaking with you about my joining in your team. I shall be pleased to be contacted any time at the address and the phone number listed above.

Thank you in advance for your contemplation.

Sincerely,

Heeba Zubairi

Enclosed: Resume

HEEBA ZUBAIRI

House No. B-28 Block-D, North Nazimabad, Karachi.

Cell # 0336 21 89 627 PTCL # 021 367 236 45

Email address: heebazubairi@gmail.com

CAREER OBJECTIVE:

Progressive escalation of my career and the organization through dedicated smart work, robust performance and use of my skills and abilities with an optimistic outlook

ACADEMIC & PROFESSIONAL QUALIFICATION:

- ✓ Successfully completed **Doctorate of Pharmacy** from **University of Karachi (UOK)** in 2015
- ✓ Successfully completed **Intermediate (Pre-medical)** with **A grade** from **Sir Syed Govt. Girls College** in 2009
- ✓ Successfully completed **Matriculation (Science)** with **A+ grade** from **Little Folk's School** in 2007

ACCOMPLISHED EXPERIENCE:

- ✓ Completed **4 weeks Internship Program** in **Liaquat National Hospital (LNH)** [July 2015]
- ✓ Completed **Internship of 200 hours** in **Abbasi Shaheed Hospital (ABH)** [July 2012]

ACHIEVEMENTS AND AWARDS:

- ✓ Secured **1st Position** in **Urdu debate competition**
- ✓ Achieved certificate for **Best Art Work** from **ZACS Institute of Art and Crafts**
- ✓ Achieved **Certificate of Appreciation** for outstanding performance in **Morning Assembly**
- ✓ Achieved **2nd Position** in race on **Sports Day** of **DATE PALM SCHOOL (participated as a teacher)**

PARTICIPATED AND ATTENDED:

s

- ✓ Skill development, CV writing, Interview preparation techniques workshop from **University of Karachi (UOK)**
- ✓ Seminar on **A to Zee role of Pharmacist in Global Scenario**
- ✓ Seminar on **Good Manufacturing Practices and FDA Regulations**
- ✓ Workshop on **Responsibilities of a Pharmacist in a General Hospital**
- ✓ Seminar on **Discover Your Career** held in **University of Karachi (UOK)**

COMPUTER SKILLS:

- ✓ Dexterous in use of Microsoft Office in the preparation of medical reports, spreadsheets, general correspondence and presentations
- ✓ Have apposite knowledge of computer hardware and software

PERSONAL INFORMATION:

Father's Name : Khurram Zubairi
CNIC : 42101-4740863-8
Marital Status : Single

Date of Birth : 1st OCT 1992
Nationality : Pakistani
Religion : Islam