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 organization 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

DOB: 02-02-1992

**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 UniversityFeb 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 18th Nov 2010 **3rd position in 'Tennis'**  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

30thOct 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

**REFRENCES**

Will be rendered on request