***KHIZRA AKHLAQ***



32 UMER COLONY INFANTRY LAHORE, PUNJAB PAKISTAN

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Date of birth: 02/03/93

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***Object:***

##### To achieve the best of my field via hard work and sincere effort

In my career I envision me as a dynamic and motivated individual with a strong pursuit of excellence. I will strive to improve my performance with every passing day.

I believe in the team work and the cooperation- the synergy that is a key to the successes in this constantly changing world.

###### Academic Qualification:

* BS (HONS) Chemistry **oct2010-aug2015**

Punjab University Lahore – Lahore, Punjab

* FSC (pre-medical) **aug2008-aug2010**

Islamia cantt collage – Lahore, Punjab

* MATRIC (ssc) **mar2006-jul2008**

Lady Griffin High School – Lahore, Punjab

**Experience:**

**Coordinator sep2017-dec2017**

The Pakistan society for rehabilitation of the disable – Lahore, Punjab

* Initiate, facilitate, and moderate classroom discussion
* Supervise student field work, internship & research work
* Evaluate and great students classwork, assignments and papers
* determine training needs of student or workers
* Advice client on aspects of capitalization, such as amounts, source or timing

**Lecturer apr2015-aug2017**

Cantt public high school

* Evaluate and grade examination, assignments or papers and record grads
* Develop teaching material, such as syllabi, visual aids, answering keys and supplementary notes

**Internship and Trainings:**

**Volunteer aug2017-dec 2017**

Dilawer Husain foundation **( NGO )–** Lahore, Punjab

* Deal patients
* Enter the records
* assist the doctor

**Internship mar2014-jun2014**

Nova pharmaceutical industry – Lahore, Punjab

* Perform data entry and data retrieval services, providing data for inclusion in medical records and transform to physician
* Procedure medical reports , records , patient care information , medical research, and administrative material

***Personal Strength:***

To work for tier organization that provides the stimulating challenging and growth work

Environmental to initiative and professional expertise

* Honest
* Enjoy travelling
* Discovering new things
* Socializing other major social work
* Sports and photography
* Goal oriented
* Team player

***SKILLS***

* English languages
* Reading comprehension
* Active listening
* Administration & management
* Speaking
* Communication & media
* MS word
* MS excel
* MS power point

***Reference:***

Will be furnish on request