***H/Dr. Abdullah Khurram***DHMS. RHMP. B.Sc Medical, Masters in Emergency &  
 Intensive Care, Disaster Risk Reduction Manager

**Permanent Address:**56(A), F-Block, Johar Town  
Lahore, Pakistan

Mob: +923317129200  
Email: [intensivist87@gmail.com](mailto:intensivist87@gmail.com)

Dear HR Officer,

I am writing this letter in response to your job advertisement on your Organization’s website. I found that the job I am applying for is very relevant to my expertise and I found myself the best candidate for this post. I found that I can deliver the best performance for your organization because I have the most suitable skills and knowledge for this post.

Other than knowledge and technical skills, I have a very positive attitude towards work. I work devotedly and very sincerely. I found myself very keen towards the work assigned and I always delivered more than the expected. This quality makes me stand out of the crowd.

Having a polite and supportive behavior never lets me loose temperament whatever the conditions are and a flexible but firm attitude never let others to force me for something un-necessary. This personal quality also makes me a strong personality from inside and developed the skills of working in a team. I have good communication skills and convincing power which will be an additional benefit for your organization.

I have always worked at management and administrative level which nourished me as a good manager and organizer. All my skills combined with the exposure I had working at management and administrative levels motivated me to give my abilities to serve your organization to attain the targets by bringing the best out of me.

A mature and deep sighted approach towards the management of humanitarian works developed me as a good humanitarian worker. I hope my skills like Medical emergency expertise and disaster management expertise coupled with administrative/ management ability makes me the best candidate for you organization.

Please feel free to call me any time on this number **+923317129200**, Thank you for your keen interest in my application. Thanks in anticipation, hoping a favorable response in this regard.

[www.quibblo.com](http://www.quibblo.com) (personality test) describe my personality as:

**The Stabilizer**

*Your career personality type is The Stabilizer. You like order, and are purpose-minded. You also favor traditional practices. You also prefer to engage internally and are very thoughtful. A work environment where you can work quietly and gather information before making a decision is best for you.*

***H/Dr. Abdullah Khurram***

**H/ Dr. Abdullah Khurram**S/O Khurram Saeed **D.O.B: 7th November 1987**   
Domicile: Punjab

Address: 56-A, F block, Johar Town, Lahore. Punjab, Pakistan.  
**Mob. +92 331 7129200 , +92 315 6519495**  
Email: [intensivist87@gmail.com](mailto:intensivist87@gmail.com)

**ACADEMIC QUALIFICATIONS**

**2013 – Postgraduate Diplomate Disaster Risk Management**

(PGD – 3.5 GPA)

**Disaster Research institute**, **Preston University Islamabad**, Recognized by **HEC**

**2013 – Masters (B.Sc Hons.) Medical Emergency & Intensive Care Technology  
 Institution**:Nishtar Medical College, Multan (Affiliated with University of Health Sciences, Lahore) Recognized by **HEC**

**2010 - DHMS Diplomate in Homeopathic Medical Sciences**   
 **Institution:** Dr. Noor Homeopathic Medical College, Multan  
 (Registered with Pakistan Council for Homeopathy, Islamabad)

**2009 - Graduation B.Sc Medical Sciences**   
 **Institution:** Emerson College, Multan.   
 (Affiliated with Bahauddin Zakariya University, Multan Recognized by **HEC**)

**2006 - Intermediate F.Sc – Pre-medical**

Board of Intermediate & Secondary Education Multan,

**2004 - Matriculation Matriculation**  
 Board of Intermediate & Secondary Education Multan,

**Now Seeking Admission in Online/Distant Education in M.S Project Management because I want to**

**pursue my career in the field of Monitoring, Evaluation and Project Management**

CERTIFICATES of ACHEIVEMENTS

**Type Time Title  
CERTIFICATE 2011** Instructor FIRST Aid / Basic Life Support **CERTIFICATE 2011** FIRST Aid / Basic Life Support  **CERTIFICATE 2011**  Research Methodology **CERTIFICATE 2011** Research Ethics **CERTIFICATE 2011** Medical Writing  
**CERTIFICATE 2013** Finalist Preston Entrepreneurial Challenge 2013  
**CERTIFICATE 2013** Role of Media in Disaster Management

**PROJECTS and ARTICLES on Institutional/Occupational Health and Safety.**

**Emergency Response Plan,**

**Disaster / Emergency Hazards Assessment.**

(Projects copies can be presented to the interviewing authority on demand)

Technical Experience and Skills

Experience 4 years ( Education Sector + Health Care and Health Safety Education)

**Organization and Management Skills:**

* **Administration Skill : 2011 – 2013** 
  + as President “Foundation for Immediate Response & Survival Training (FIRST)”
* **Field Experience: 2009 – 2013 (Punjab Emergency Services RESCUE 1122)**
  + During study (Emergency Medical Services, Search & Rescue with **RESCUE 1122**)
* **Medical Experience and Skills –** 
  + 3 years during Study rotations in Emergency Wards and ICU
  + 2 months in Emergency Dept in Al-Nafees Hospital, Isra University Islamabad
* **Instructor** : Basic Life Support and **First Aid 2011 – 2013** 
  + **Volunteer Instructor at Basic Life Support Center, Nishtar Hospital Multan**
* **Teacher : 2009 – 2011** 
  + Biology Subject at Legends Academy Multan
  + Instructor Computer Lab
* Knowledge of Disaster Risk Reduction and **CBDRM** (Community Based Disaster Risk Management) **projects**.
* Ability to speak in public
* Ability to handle multiple tasks

Areas of Expertise & Skills

* **Disaster Management** (Risk Assessment, Preparedness, Prevention, Mitigation, Relief & especially Response)
* **Health & Safety Environment**
* **Emergency Medical Services** (Emergency Response, Medical Emergency Management)
  + **Search & Rescue**
  + **Triage**
  + **Multiple causality & Mass Causality management**
  + **First Aid/ CPR**
  + **Response Planning**
  + **Scene Assessment & Management**
* **Monitoring and Evaluation**
  + A complete understanding of Systematic approach of Monitoring & Evaluation of a project
* **CBDRM** (Community Based Disaster Risk Management)
* **Project Planning and Development**
* **Document writing, Report writing, rewriting or evaluation**
* **Communications and Coordination**
* **Planning** and **Development**
* **Management and Operational** **Planning**
* **Research** and **Development**

**Other Skills:**

* + Research and Analysis
  + Proposal Writing
  + Leadership
  + Excellent Communication Skills.
  + Management Skills.
  + Presentation Skills,
  + Team Work.
  + Problem Solving Skills
  + Creativity
  + Data handling and recording skills
  + Excellent Multimedia Skills and Computer Skills.
  + MS Office (Power Point, Excel, Word), 50 WPM Typing Speed, Internet skills, SEO, blogging
  + Proficient in using Computer and Multimedia devices, Publish articles on blog [www.icubook.blogspot.com](http://www.icubook.blogspot.com)

Research Projects

1. CONVENTIONAL RISK FACTORS IN THE PRESENTATION OF ACUTE CORONARY SYNDROME
2. ASSESSMENT OF HAZARDS IN NISHTAR HOSPITAL MULTAN TO DEVELOP AN EFFECTIVE RESPONSE SYSTEM IN CASE OF DISASTERS

**Disaster Research Institute, Preston University Islamabad (PROJECT)**

1. EMERGENCY RESPONSE PLAN FOR PRESTON UNIVERSITY ISLAMABAD

Memberships of Professional Bodies

* Vice President - SAHP Pakistan (Society of Allied Health Professionals)
* Executive Member – PEN Community (Pakistan Education Network Community)
* Organizer **FIRST Pakistan** (Foundation for Immediate Response & Survival Training, Pakistan) FIRST Organization’s Web page > [www.facebook.com/groups/firstpak](http://www.facebook.com/groups/firstpak)

References and Acknowledgements

**Dr. Amjad Ali Sheikh Dr. Aamir Furqan Qamar Hameed Anjum***Consultant Physician at Nishtar Hospital Multan Medical Officer at ICU Nishtar Hospital Multan* Principal Punjab College, CheechawatniMob: +923009639089 Mob: +923336203152 Mob: +923216365366

License, Personal Vehicle & Others

*I’ll bring Creative Solutions to your organization…  
“I believe that there is solution to every problem,   
 where there is a will, there is a way”  
“I don’t believe in the word impossible”*

*Regards, Abdullah Khurram*

* Driving License (Motorcycle/ Motor Car)
* Personal Motorbike
* Motor Car Driving Experience 6 years..
* Personal Laptop