

COVER LETTER



This letter and the enclosed resume give the impression of my interests in seeking a challenging position in a positive environment to proceed & grow with an organization. It tries to build trust in me as a catalyst for my successful performance for accomplishment of organizational goals.

I believe that my capabilities would be a plus point for any organization and would deeply appreciate the opportunity to communicate with the environment provided to discuss how my skills and background might fit in with current corporate and its future needs.

Thank you in advance for your time and consideration and I am looking forward to your reply.

Sincerely Yours

Zehra Ishaq

CURRICULUM VITAE

Zehra Ishaq

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zehraishaq403@gmail.com

OBJECTIVES

To attain a suitable position in your famous and esteemed organization, which offers varied challenging opportunities to present my skills and capabilities in the carrier graph. I want to be a real professional in the related job.

PROFESSIONAL QUALIFICATIONS

- MSc. MLT (Specialization in Microbiology)
- B.Sc. MLT
- Three years diploma in Medical Lab. Technology from Govt. Women Polytechnic Bemina, Srinagar, J&K, India.

EDUCATIONAL QUALIFICATIONS

- 10" from JKBOSE
- 12" (Science) from JKBOSE

TRAININGS

Successfully completed 6 months training in SKIMS Bemina Srinagar, J&K, India.

EXPERIENCES

1. Worked as MLT tutor in University of Kashmir, South Campus Anantnag.
2. Worked as Lab. Technician in SKIMS Soura in GENOME INDIA project for a period of one year .
3. Worked as Lab Technician in GMC Srinagar in VRDL Lab for three months as Covid frontline worker .
4. Worked as Lab Technician in Athrouth(NGO) for a period of 5 months
5. Worked as Tutor for MLT in Phoenix Paramedical college for a period of 5

6. Worked in Comtech Institute of technology as MLT trainer.
7. Worked as Lab Technician in AL Ahli Polyclinic (HAIL) KSA for a period of two years.
8. Worked as Lab.Technician in Govt. Lal-Ded for four years.
9. Worked in Imam Hussain Hospital for a period of Two years.

SKILLS

Energetic, Enthusiastic, Positive, Self-Motivated. Versatile, with multi-tasking skills.
Idea generation and creative thinking.

I am extremely hardworking.

I have 10 years of total work experience.

I indulge myself in work such that everything else becomes invisible which helps me to focus on the work.

I hate or avoid social media as much as I can.

CAREER HIGHLIGHTS

I would be making the best use of my analytical and logical reasoning skills, which would be required to do the job efficiently.

I would not only like to learn every aspect that would be in the favor of the organization and learning would be implemented and projected. This would improve the organization's working strategies as a whole.

COMPUTER KNOWLEDGE

Software: Microsoft Office 2003, 2007, 2010, 2016 Microsoft Windows XP, 7, 8, 10.

PERSONAL INFORMATION

NAME: - Zehra Ishaq

PARENTAGE: - Mohammad Ishaq Dar

RESIDENTIAL ADDRESS: - Hamdaniya Colony Bemina, Srinagar,

STATE: - J&K

LANGUAGES: - English, Urdu, Hindi, Kashmiri

D.O.B:- 14/09/1986

RELIGION: - Islam

SEX: - Female

MARITAL STATUS :- Single

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I hereby declare that the above furnished information is correct to the best of my knowledge & belief.

Zehra Ishaq