**CURRICULAM VITAE**



**RUQAIYA**

Email: ruqaiya.344328@2freemail.com

**CAREER OBJECTIVE**

Well organized and highly motivated and seeking professional in performing laboratory tests. Produce reliable and precise observation data table liable to support experiments. Experience of applying methodologies to carry out the tests. Develop specimens and samples. Expertise in operating standard laboratory equipment. Experience of maintaining laboratory in well-stocked and resourced. Expertise in demonstrating the experiment to the students.

**KEY SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | • | Expert in Random Blood Sugar with Detailed Report (RBS). |  |
|  | • |  |
|  | • | Expert in Fasting Blood Sugar & Post Lunch Blood Sugar (PLBS). |  |
|  | • | Expert in Hemoglobin Test with Detailed Analysis. |  |
|  |  | Expert in Venereal Disease Research Laboratory with Details Analysis (VDRL) |  |
|  | **ADDITIONAL SKILLS** |  |
|  | • |  |  |
|  | • | Well versed with all the Biochemistry Department Tests. |  |
|  | • | Well versed with all the Microbiology Department Tests. |  |
|  |  | Well versed with all the Pathology Department Tests. |  |
|  | **PERSONALITY TRAITS** |  |
|  | • | Excellent organizational skills. |  |
|  | • |  |
|  | • | Excellent communication skills. |  |
|  | • | Strong presentation skills. |  |
|  |  | Leadership skills. |  |

**PROFESSIONAL EXPERIENCE**

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| --- | --- | --- |
| • |  | **Date: 02nd Mar 2015 to 01st Mar 2016.** |
|  | Worked as Assistant Lab Technician in “Government Civil Hospital”, Karimnagar, India. |
|  | During the Training from |  |

**COMPETENCY**

Shows up to work on time, and follows instructions, policies, and procedures. Meets

• productivity standards, deadlines, and work schedules.

Responds positively to change, embracing and using new practices or values to

• accomplish goals and solve problems.

Displays passion for the cause, and sparks that same passion in others.

• Identifies key facts in a range of data. Notices when data appear wrong or incomplete,

• or need verification. Distinguishes information that is not pertinent to a decision or

solution.

Accurately sets up and calibrates tools and machines.

• Sets high goals and works doggedly to achieve them. Pushes self and others to reach

• milestones.

Prioritizes tasks by importance and deadline. Discerns what is crucial from what is just

• urgent. Adjusts priorities as situations change.

Respects and maintains confidentiality.

• Solid knowhow of general office procedures.

• Internet savvy with a proven expertise in using MS Office applications.

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**COMPUTER SKILLS**

**Application:** Microsoft Office (Excel,Word,Powerpoint,Outlook,Access

**EDUCATIONAL BACKGROUND**

**DMLT** **:**

|  |  |  |
| --- | --- | --- |
| **Graduation** | **:** | Gauthami Degree College |
| **Intermediate** | **:** | Crescent Junior College |
| **Secondary** | **:** | Nilofer High School |

**PERSONAL INFORMATION**

**DECLARATION**

I hereby certify that the above information are true and correct to the extent of my knowledge and belief.

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**Ruqaiya**