**RAMSHA**

**RAMSHA.372272@2freemail.com**

**Objective:** Seeking a Laboratory Assistant Position with an Organization which will require me to utilize my skills, abilities to ensure the Laboratory’s Success**.**

**Key (Qualification):** Performing simple test under Supervision.Able to perform routine technical and clerical functions.Knowledge of using, maintaining and cleaning laboratory equipment and uses.Demonstrated ability to operate simple lab equipment.Through understanding of sterilize techniques and handling of harmful Materials. Skilled in Preparing Solutions, Labels tubes and Specimen containers.

**Academic Qualification:** Bachelor of Science-BSc –------- {Doing} Diploma in Laboratory – Medical Technician - (GMU) Gulf Medical University, Ajman -2015 Medical Terminology – (GMU) Gulf Medical University, Ajman - 2014 Fsc (Pre-medical) - Pakistan Islamia Higher Secondary School , Sharjah - 2013 Metric (bio , phy , chem) – Pakistan Islamia Higher Secondary School , Sharjah - 2010

**Work Experience:**

**CUSTOMER SERVICE REPRESENTATIVE AT NADD AL SHEBA, DUBAI (JAN 2016 - Ongoing )** Attract potential customers by answering product and service questions; suggesting information about other products and services.

* Open customer accounts by recording account information.
* Maintain customer records by updating account information.

Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution

**Worked in Data Direct as call center consultant**

**Department - AIG (American Home Assurance Company)**

**Duties and Responsibilities**

* Obtain client information by answering telephone call
* Inform customer by explaining procedure, answering questions, providing information etc

**Personal Details:** Date of Birth: 21 June ,1994 Marital Status: Single Present Location : Sharjah (Dasman) Nationality: Pakistan Religion: Islam

**Languages:**
English : Speak ,Write ,Read Urdu: Speak, Write , Read Arabic : Write , Read

**Special Skills:** Customer Focused**.** Team player (Remain a member of Basketball Team in Collage and having Certificate)**.** Excellent interpersonal and communication skills.Ability to effectively work individually and in a team environment.Strong attention to details disciplined careful and focused.

**Computer Skills:** Microsoft Office, Adopt photo Shop, Fully skilled to use Internet.

The Head,

Subject: **Application for a job as a Laboratory Assistant or Laboratory Technician**

Respected Sir / Madam,

I wish for the post of Laboratory Assistant in Your Laboratory. May I consider as an Applicant for the job I mentioned.

I assure you that if you consider me worth the job applied for, I will be proved an invaluable assert for your Laboratory. If you feel I measure up to your standards, I shall an Appreciate a Personal Interview at your convenience.

The enclosed bio-data is sent for your Kind Perusal.