

Tehmina Shakoor



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Objective:

Dynamic and results-driven professional with exceptional communication skills seeking opportunities to leverage expertise in effective verbal and written communication to contribute to organizational success and growth.

Experience

Office Assistant

10/2021 – 09/2024 | Wah Cantt, Pakistan

University of Wah, Wah Cantt, Pakistan.

- Managed multiple administrative tasks including student-affairs responsibilities.
- Provided assistance and information to visitors as needed.
- Managed office correspondence, including emails, letters, and phone calls.

Teacher

09/2020 – 09/2021 | Islamabad, Pakistan

Scienta Vision System, Islamabad, Pakistan.

- Conducted lab of students and Taught Biology course
- Managed Administrative Tasks e.g grading, assessment and supervision.
- Participated in Professional Development activities e.g workshops and training sessions.

Lecturer

02/2019 – 02/2020 | Wah Cantt, Pakistan

Punjab Group of College, Wah Cantt, Pakistan.

- Conducted lab of students and taught Biology course
- Managed budgets for Natural Science Laboratory
- Public Dealing

Intern

12/2016 | Wah Cantt, Pakistan

POF Hospital Wah Cantt, Pakistan.

Tasks and Duties:

- Analysed antibiotic susceptibility and resistance
- Collaborated with clinicians to provide accurate diagnosis
- Wrote and edited reports, and other documentation
- Performance Tracking and Analysis
- Collaborated with cross-functional teams
- Functional Genomics strategies

Education

Master of Science

01/2019 | Islamabad, Pakistan

COMSATS University Islamabad, Islamabad, Pakistan.

Molecular Genetics

Bachelor of Science

07/2016 | Wah Cantt, Pakistan

University of Wah, Wah Cantt, Pakistan.

Biosciences

Skills

Excellent communication skills •
Good presentation skills •
Proven ability to collaborate effectively •
Paper and report writing •
Microsoft Office, Microsoft Word •
Microsoft PowerPoint •
Graph Pad PRISM software •
Ensembl software (Primer design) •
Team Collaboration • .

Certification

Duolingo English Test

October 2023
Overall Bands 125
Literacy 125, Comprehension 10,
Conversation 115, Production 195

Webinar by Biotechniques (The International Journal of Life Science Methods).

January 2023
UK

Certificate of First Position holder in Poster Presentation competition.

September 2017
COMSATS University Islamabad, Pakistan

Certificate of Third Position holder in Agro-Tech Activity competition.

April 2016
University of Wah, Pakistan

Workshops and Grants

Fourth International conference on Bioscience (ICBS-2021).
Islamabad, Pakistan.

2021

One day workshop On ZOTERO at COMSATS University Islamabad, Pakistan.

2019

Workshop of Teacher Training

Punjab Group of College, Rawalpindi, Pakistan.

07/2019

Fully Funded Scholarship "The Punjab Educational Endowment Fund" in MS, Recipient.

07/2017

Award of Prime Minister's Laptop Scheme Merit based in MS, by Government of Pakistan, Recipient.

07/2017

Publications

"Role of genetic variations of DNA damage response Pathway genes and heat-shock proteins in increased head and neck cancer risk" Future Oncology Journal.
Journal Article

2022