

MEHNAZ AKHTAR

House No. 3, Street No. 1, Commercial Area Samarzar Colony, Adyala Road, Rawalpindi
Cell: 0335-4299906 | Email: mrsattiq86@gmail.com

PROFESSIONAL SUMMARY

Dedicated and motivated professional with academic, pharmaceutical, research, technical writing, editing, and administrative experience. Skilled in scientific documentation, research coordination, brochure development, data handling, and technical communication. Experienced in teaching, examination management, clinical trial support, and pharmaceutical product documentation.

PERSONAL DETAILS

- Husband's Name: Attiq Ur Rehman
- Date of Birth: 10 August 1986
- Religion: Islam
- Nationality: Pakistani
- Domicile: Lahore, Punjab
- CNIC: 35202-8496905-6

ACADEMIC QUALIFICATIONS

- M.Phil in Pharmacy Practice (Continued)
- Doctor of Pharmacy (Pharm-D), Punjab University (2007–2012)
- Bachelor of Science (B.Sc), Punjab University (2010)
- F.Sc (Pre-Medical), BISE Lahore (2005)
- Matriculation, BISE Lahore (2002)

PROFESSIONAL EXPERIENCE

- Principal – KIPS College Girls Campus, Rawalpindi
- Lecturer – Askari Institute of Health Sciences, Rawalpindi
- Lecturer – Al-Azhar International College, Rawalpindi (3 Years)
- Teacher – Basic School, Rawalpindi
- Teacher – Mumtaz Academy Lahore (4 Years)
- Controller of Examination – Askari Institute of Health Sciences
- Practical Examiner (Biology & Chemistry) – FBISE
- E-Marking Examiner (Biology) – FBISE
- QC Analyst – Novamed Pharmaceuticals (3 Months)
- Assistant Product Manager – Goldsheff International Nutraceuticals (6 Months)

KEY RESPONSIBILITIES

- Clinical trial support and coordination
- Technical writing and editing
- Scientific documentation and report preparation
- Training of sales force

- Brochure designing and educational content development
- Research data handling and analysis

PROFESSIONAL SKILLS

- MS Office (Word, Excel, PowerPoint)
- SPSS and internet-based research
- Database searching and literature review
- Strong analytical and communication skills
- Teamwork and organizational management
- Adaptability and problem-solving skills

PROFESSIONAL MEMBERSHIP

- Member, Pakistan Pharmacy Association

REFERENCES

References will be furnished upon request.