**CURICULUM VITAE**

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| **Rubaida Sanam** | Contact: +9233333333Email: rubaida@jobz.pk  |

**OBJECT:** To work effectively and efficiently with organizations, providing utmost services and nurturing my skills to excellence.

**PERSONAL INFORMAITON:**

NAME: Rubaida Sanam

DATE OF BIRTH: 23RD APRIL’ 1999

ADDRESS: KARACHI, PAKISTAN

CONTACT NO: +92333333333

**ACADEMIC QUALIFICATION:**

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| **Qualification** | **Faculty** | **Institution** | **Year** | **Grade** |
| SSC | Science | Sultan Mohammed Shah Aga Khan School | May 2009 | A-1 |
| HSC | Pre-Medical | Bahria College Karsaz | September 2011 | A-1 |
| BDS (Bachelor of Dental Surgery) | - |  KMDC  | -pursuing- |  |

**OTHER ACTIVITIES:**

* **Certified Medical Transcriptionist** from **XpressMed** with two years of experience as MT.
* Attended **Summer Camp Conductors Training Workshop 2008** organized by INT Karachi.
* Attended **Model United Nations** held at **IBA 2011** (MUNIK’2011).
* Participated in **All Pakistan Bilingual Declamation Competition** held at **Petaro 2010.**
* Received **3rd position in Bilingual Debate Competition** held at **AKHSS 2008.**
* Remained an active member of **Human Rights, Right On Club, Committee member** from **2006-2008.**

**LANGUAGE PROFICIENCY:**

* Read, write, understand and fluently speak English and Urdu.

**COMPUTER PROFICIENCY:**

* Have command over **MS Word, PowerPoint** and little of **Excel**.
* Did basics of Web designing, Adobe Photoshop, Dreamweaver.

**REFERENCES:** Referenceswill be provided on request.