

LAIBA NISHAT

Visit visa for 2 months Valid till 2 December)

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SUMMARY

I am a dedicated biotechnology graduate with experience in laboratory procedures and business coordination. I excel in teamwork and leadership, having successfully managed projects and coordinated efforts across various departments. My academic achievement includes a full merit-based scholarship and completion of relevant fellowships.

EXPERIENCE

Developing Business Coordinator 01/2024 09/2024
Qarshi Research International Pvt. Limited Lahore, Pakistan

- Coordinated business operations and enhanced organizational efficiency.
- Coordinated with different departments of QRI to streamline processes and enhance overall efficiency.
 - Maintained documentation procedures and organizing presentations.
 - Fostered a positive and collaborative work environment.
 - Addressed and resolved operational challenges in a timely and effective manner.
 - Served as a central point of contact between different teams and departments.
 - Prepared Excel files

Lab Technologist 01/2020 01/2024
Lahore PCR Lab Lahore, Pakistan

- Conducted molecular biology experiments and maintained laboratory operations.
- Successfully executed molecular biology experiments involving DNA sequencing and amplification.
 - Worked in departments of Hematology, Biochemistry, and Serology for 4 years.
 - Delivered high quality, accurate results by noticing small mistakes.

Career Fellowship 11/2022 02/2023
Amal academy Lahore, Pakistan

- Participated in a competitive career fellowship program.
- Selected from over 5000 applicants for intensive 3-month Fellowship funded by Stanford University.
 - Invested 150 hours in developing business skills like communication, leadership, problem solving, and teamwork.

Research Coordinator 08/2022 02/2023
Jinnah Medical and Research Centre Lahore, Pakistan

- Conducted research on genetic diseases related to hearing loss.
- Coordinated with a team of 3 members to analyze deafness genes.
 - Performed analysis relevant to published research papers.
 - Tested and analyzed blood samples from families with genetic diseases.

Marketing Officer 08/2021 10/2021
Marketing office Lahore, Pakistan

- Involved in university marketing and student engagement.
- Prepared and submitted student documentation.
 - Maintained contacts with students.
 - Marketed university mission and vision to reflect students' needs.

SKILLS

Microsoft Excel · Microsoft Word · PowerPoint · Communication Skills · Team Work · Bio-Informatic Tools

KEY ACHIEVEMENTS

- Gold Medalist
Gold Medalist of my batch FY 2019 2023
- Academic Scholarship
Received a full merit-based academic scholarship from Qarshi University, showcasing academic excellence.

EDUCATION

Bachelor of Biotechnology
Qarshi University
10/2019 08/2023 Lahore, Pakistan

Intermediate in Pre-Medical
Punjab group of colleges
08/2017 09/2019 Lahore, Pakistan

LANGUAGES

English

Urdu

CERTIFICATIONS

Certificate of Genomics: Decoding the Universal language of life from University of Illinois.

Certificate for best presentation