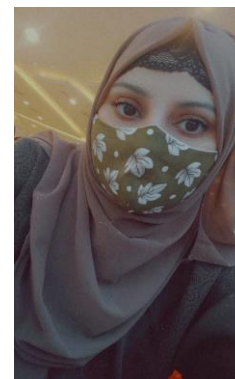


MAHAM RUBAB

MOB: +971-55-2523780

United Arab Emirates

Email: maham.rubab.12@gmail.com



Career Objective:

Seeking a challenging position in a dynamic environment with a desire to prove as an asset for the organization and be a team player for the achievement of organizational goals and its success.

Qualification:

Degree:	Master of Philosophy (Chemistry)
Year Completed:	2021
CGPA:	3.64/4.00
University:	University of Agriculture, Faisalabad-Pakistan

Software Skills:

MS Office (Excel, Word and PowerPoint)

Employment History:

5+ years of work experience

Designation:

Company:

Location:

Duration:

**Administration Officer
Quid-e-Azam College Sahiwal
Sahiwal-Pakistan
March 2023 – Nov 2024**



Projects handle:

- 1. Administration, Pakistan**
- 2. Library officer, Pakistan**

Job Responsibilities:

- Oversee daily office operations.
- Maintain office supplies and ensure a well-functioning workspace.
- Organize and schedule meetings, appointments, and events.
- Manage organizational records, files, and databases.
- Ensure compliance with data protection regulations.
- Update and maintain official documents, contracts, and employee records.
- Serve as the first point of contact for internal and external inquiries.
- Manage correspondence (emails, calls, and letters) and distribute information to relevant stakeholders.
- Prepare reports, presentations, and official communications.
-

Designation:
Company:
Location:
Duration:

Quality Controller
Medisave Pharmaceutical Company.
Lahore-Pakistan
Feb 2022 –Feb 2023



Projects handled:

- Inspections of Output Samples by using industry-appropriate methods.
- Quality Inspection of incoming raw materials to the organization and the products that are ready to ship
- Detailed registration of the checked material before shipping.
- Analyze the specified quality standards of the products.

Designation:
Company:
Location:
Duration:

Chemistry Lecturer
Superior College & University
Depalpur Campus - Pakistan
June 2020 - Jan 2022



Job Responsibilities:

- Designing and delivering lectures, laboratory sessions, and tutorials in chemistry-related subjects.
- Preparing and updating course materials, including syllabi, handouts, and presentations.
- Setting and grading assignments, exams, and lab reports.
- Providing constructive feedback to students to enhance their understanding and performance.

Personal Details:

Nationality:	Pakistani
Date of Birth:	23 th April 1997
Languages:	English, Urdu and Hindi
Visa Status	Residence Visa