

Marrium Shahbaz

ADMIN OFFICER/HR EXECUTIVE



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Al Qusais, UAE

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PROFILE

Verifiable experience in handling administration activity including document control, Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner, and maintaining minimum balance quantity of each product. Skilled in Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times, Occasionally traveling off-site to deliver reports or files to other departments. Ensuring the confidentiality and security of files and filing systems, Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information, Operating copy equipment, fax machines, printers or other equipment necessary

EDUCATION

University of Veterinary And
Animal Sciences

2015-2019

BS hons Microbiology

B.I.S.E Lahore

2013-2015

HSSC

B.I.S.E Lahore

2011-2013

SSC

LANGUAGE

English, Urdu

SKILLS

Time Management | Maintenance |
Microsoft Word | Data Analysis
| Collaborative | Excellent Interpersonal
Skills | Decisive And Organized |
Enthusiastic | Excellent Communication
Skills | Self Motivated Achiever | Strong
Technical Skills | Willing To Travel |
Ability To Focus Under Pressure And
Meet Deadlines | Team Leadership |
Inventory Management

EXPERIENCE

ADMIN OFFICER

Meezan Educational Institute, Lahore

December, 2016 - July, 2019

- Coordinating all administrative processes.
- Managing budgets, policies and events.
- Resolving conflicts or other issues as they occur.
- Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner, and maintaining minimum balance quantity of each product.
- Skilled in Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times,
- Operating copy equipment, fax machines, printers or other equipment necessary

MEDICAL LABORATORY TECHNICIAN

Shaafi laboratories and diagnostic center

August, 2019- September, 2021

- Staff duty charting maintaining staff ratio, recruiting staff. Quality maintenance and answering complaints.
- Stock maintenance. Purchasing accordingly
- Handling biomedical lab equipment's and machinery, service and calibration book keeping

MOLECULAR TECHNOLOGIST

BSL-3 Laboratory for Emerging Pathogens, Pakistan

October 2021- March 2022

- Sampling of the virus from the covid patients
- Extraction of the viral nucleic acid from the samples by using UNIMEDIC extraction kit
- Amplification of the viral nucleic acid by using RT-PCR

SENIOR MICROBIOLOGIST OFFICER

Enzon Pharma Labs, (Pvt) Ltd, Pakistan

June 2022- April, 2023

- Environmental and area monitoring of the sterile and non-sterile area.
- Sterility testing and Endotoxin testing of sterile products

MAXIMUM STAY 60 DAYS



الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ
FEDERAL AUTHORITY FOR IDENTITY, CITIZENSHIP, CUSTOMS & PORT SECURITY



United Arab Emirates

أذن دخول إلكتروني - eVisa



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إكسبو 2020
EXPO 2020



تأشيرة سياحة - سفرة واحدة - 60 يوم
Tourist visa - single trip - 60 days

ENTRY PERMIT NO:

381 / 2023 / 114 / 8162221

Date & Place Of Issue:

15/04/2023

FEDERAL AUTHORITY FOR IDENTITY & CITIZENSHIP - SHARJAH

Valid Until:

15/06/2023

U.L.D. No:

75654076

Allowed to enter U.A.E to:

Full Name: MAKRUM SHAHBAZ SHAHBAZ AHMAD

Nationality: PAKISTAN

Place of Birth: LAHORE PAK.

Date of Birth:

17/10/1997

Passport No: TN5157711 / ORDINARY PASSPORT

Profession: NOT EMPLOYED

Tel: 1971-569678234

الذات دخول رقم:

تاريخ ومكان الإصدار:

الإدارة الاتحادية للهوية والجنسية والجمارك والمنافذ

تاريخ صلاحية الدخول:

رقم الترخيص:

أجوز بدخول دولة الإمارات العربية المتحدة إلى:

الاسم بالكامل: مكرم شهباز شهباز أحمد

الإقامة: جمهورية باكستان الإسلامية

مكان الميلاد: لاهور

تاريخ الميلاد:

رقم الجواز: TN5157711 / جواز سفر عادي

المهنة: بدون مهنة

Note: The United Arab Emirates welcomes you and wishes you a happy stay. Please be sure to change your status or leave before the visa expires, as we can welcome you again.

تتبع الهيئة الاتحادية للهوية والجنسية والجمارك والمنافذ وتتمنى لك إقامة سعيدة، ونرجو منك التأكد من تعديل الوضع أو المغادرة قبل انتهاء فترة صلاحية التأشيرة، لكي نستطيع أن نرحب بك مرة أخرى.

Director of Entry & Residency Department
Fee Paid

You can verify this visa through the following link:

<https://smartsrviccx.lca.gov.ae/cchanacds/web/dlicnt/default.html#/fileValidity>

مدير إدارة التأشيرات والدخول والإقامة
الرسوم المدفوعة

يمكنك التحقق من صحة هذه التأشيرة عبر الرابط التالي: