




## ABOUT ME

**Date of Birth:** 12/12/1996

## CONTACT

 [tanvirmehmood50@gmail.com](mailto:tanvirmehmood50@gmail.com)

 (+971) 556877834

## DIGITAL SKILLS

Corel Draw 

Mathtype 

Inpage 

## LANGUAGES

Urdu ★★★★★

Punjabi ★★★★★

Arabic ★★☆☆☆

Chinese ★★☆☆☆

Dedicated MOHAP and ASCPi Certified Phlebotomy Technician with 5+ years of experience in performing blood sample collection procedures, seeks an opportunity to be a part of your organization. Dedicated to provide excellent services to patients using a compassionate and caring approach.

## Phlebotomist cum Receptionist

14 August 2021 – 31 January 2023 – Lahore, Punjab, Pakistan

Islamabad Diagnostic Centre

- Welcome patients and visitors in person or on the phone and answering or referring inquiries.
- Serves patients by greeting and helping them, scheduling appointments and maintaining records and accounts.
- Keeps patient appointments on schedule by notifying provider of patient's arrival, reviewing service delivery compared to schedule and reminding provider of service delays.
- Ensure availability of treatment availability and maintain confidentiality of medical, personal and financial information of the patient.
- Identifying patients and their personal information using their ID, documents or other means.
- Determining the right venipuncture method based on patient age, health etc.
- Drawing blood using sterilized needles, vials and other equipment.
- Ensuring optimal quality and quantity of samples.
- Label samples correctly and send or deliver them for testing.
- Keeping accurate records on fluid specimens and tests.
- Adhering to all relevant health and safety standards while working.

## Laboratory Technician

23 May 2019 – 14 April 2021 – Lahore, Punjab, Pakistan

Ghurki Trust Teaching Hospital

- Greeting patients and visitors in the facility and over the phone.
- Scheduling patient's appointments, answer patient inquiries, handle patient emergencies and monitor stocks and supplies at the healthcare facility.
- Performing venipuncture, Receiving, labeling and safely storing samples to be tested
- Determining and performing tests needed for the analysis and report.
- Recording tests and analyses and then reporting the results.
- Organizing and storing samples in accordance with all safety and other requirements to ensure the safety of personnel and integrity of the sample
- Cleaning and maintaining lab equipment.
- Maintaining equipment records and daily work logs.

## Laboratory Technician

01 February 2018 – 30 August 2019 – Lahore, Punjab, Pakistan

Hum Lab

- Efficiently managing appointment scheduling, patient records, medical billing and financial information.
- Collecting, receiving, labeling, and analyzing samples using the correct testing equipment.

## AWARDS



Award of Laptop from chief minister of Punjab for being in top five students in my class in 2018.



Award for good grades in Matriculation from Punjab Endowment Fund in 2012.

## MEMBERSHIP



American Society for Clinical Pathology

Membership Validity: 2022 - 2025

Role in Organization: Phlebotomist Medical Laboratory



Technologist Association of Pakistan

Membership Validity: 2022 - 2025

Role in Organization: Laboratory Technician

## HOBBIES AND INTERESTS



Book Reading



Movies



Travelling



Newspaper Reading



Sports



Gardening

- Designing and executing laboratory testing in line with standard testing procedures, recording observations, and prepare lab reports.
- Recording all experimental data and test results accurately and in the specified format.
- Organizing and storing all chemical substances, fluids, and compressed gases according to safety instruction.
- Cleaning, sterilizing, maintaining, and calibrating laboratory equipment.
- Ordering laboratory supplies, as needed.
- Keeping up to date with relevant scientific and technical developments.

## EDUCATION

### Medical Laboratory Technology

November 2015 – January 2018 – Lahore, Punjab, Pakistan

Shaikha Fatima Institute of Nursing and Health Sciences

### Professional Certificate in General Mathematics

September 2018 – March 2019 – Lahore, Punjab, Pakistan

Virtual University of Pakistan

### Intermediate

September 2012 – September 2014 – Lahore, Punjab, Pakistan

Board of Intermediate and Secondary Education Lahore

### Matriculation

July 2010 – July 2012 – Lahore, Punjab, Pakistan

Board of Intermediate and Secondary Education Lahore

## CERTIFICATIONS AND LICENSE

### Phlebotomist

Validity: 07 April 2023 – 06 April 2028

Ministry of Health and Prevention (MOHAP), UAE

### International Phlebotomy Technician IPBT (ASCPi)

Validity: 04 July 2022 – 31 July 2025

American Society for Clinical Pathology, USA

### Laboratory Technician

Validity: 28 October 2022 – 27 October 2025

Medical Lab Technologists Association of Pakistan (MLTAP)

### International English Language Test (IELTS)

Validity: 22 February 202 – 27 February 2022

British Council UK

## PERSONAL SKILLS

- Excellent communication skills
- Organizational and planning skills
- Excellent communication skills
- Biohazard waste management
- Medical document interpretation
- Vital signs tracking
- Blood Collection & Handling Safety
- Blood Specimen Storage