ZEHRA RAZA

 Address : 2A/III, 11th Commercial Street, Golf Course Road 2, Phase IV, DHA, Karachi.

 Phone No: +92306-9200642

 Email : rzehra98@yahoo.com

**EDUCATION:**

Sep/06 to July/07 Advanced Professional Diploma in

 Management [BTEC Level 7] Cavendish College,UK

Jan/99 to Aug/03 Bachelor of Dental Surgery Karachi University

July/96 to July/98 H.S.C (Parts I &II) PECHS Govt.College

Mar/94 to Mar/ 96 S.S.C (Parts I &II) St. George’s School

**CURRENT EMPLOYMENT:**

**19/Feb/15 to date Lecturer Oral Pathology BUMDC**

* Conducting tutorials. Delivering lectures.
* Research writing and publications in dental journals.
* Reviewing research articles and case studies for publication.
* Writing and proof reading press releases of events for a dental news magazine.
* Constructing Mcqs, Seqs, viva questions and OSCE stations.
* Grading answer sheets.

**CAREER HISTORY:**

**01/Apr/13 to 31/Aug/14 General Dental Practitioner Dr.Sakrani & Associates**

* Diagnosed and treated general dental patients.
* Supervised daily running of the practice in the owners’ absence, which included managing staff, maintenance of materials and equipment, general upkeep, patient issues and daily income.

**2011 Translator & Interpreter Private Contract(UK)**

* Translation and interpretation was done from Urdu to English and vice versa.
* Provided interpretation services on deportation cases.
* Translated police reports of assault for asylum cases.
* Transcribed talk show videos for legal purposes.

**2011 Freelance Writer Health Guide Info.com**

* Worked as a freelance writer for a year, and wrote articles for healthguideinfo.com.
* The articles can be accessed via the following links:
* <http://www.healthguideinfo.com/endocrine-disorders/p114740/>
* <http://www.healthguideinfo.com/endocrine-disorders/p114739/>
* <http://www.healthguideinfo.com/endocrine-disorders/p114738/>
* <http://www.healthguideinfo.com/eye-health/p106382/>
* <http://www.healthguideinfo.com/neurological-disorders/p115152/>

**14/Mar/11 to 01/Apr/11 Administrator (Sleep Centre) Charing Cross Hospital (UK)**

**Internship:**

* Helped patients with on phone and face to face queries.
* Provided an efficient frontline service to inpatients and outpatients.
* Liaised with patients to make sure that their treatment plans were followed through on time,

 by both the patients and practitioners.

* Office work. Filing, regular and categorized into studies, general and urgent.

**15/Mar/09 to 08/Mar/10 Manager/Nurse SW Smiles Dental Practice (UK)**

* Provided effective day to day management of the practice.
* Responsible for office work (letters, filing, referrals, insurance claim forms).
* Nursing duties and assisting in the surgery.

**1/May/07 to 31/July/08 Dental Nurse**  **Confidental Care/ Ultrasmile(UK)**

* Chair side assistance and setting up for appointments.
* Kept the surgery organized and stocked.
* Practiced and managed cross-infection control procedures, in accordance with suggested guidelines.
* Assisted the dentist with Cerec Inlays and Invisalign Orthodontics.

**03/Sep/03 to 31/Aug/06 General Dental Practitioner Dr.Tayyab Mahmood/ Karachi Clinic**

* Diagnosed & treated patients with general dental problems.
* Performed technical orthodontic work (placed brackets, chose and placed premolar and molar bands, placed wires and O-rings).

**COMPUTER SKILLS:**

Microsoft Office, Databases: SOE, Kodak R4, Microsoft Access, ICHIS, ECD, Electronic Patient Records, QuickBooks, SPSS.