

Date: Aug. 19, 2020

To: Employees

From: Shahzeb Khan, Director of SSM

Subject: In COVID-19 Following Sops during office timing to unspread virus.

In the time the COVID-19 virus is very people effected in the world. We are taking about to prevent human being and. We ask to all staff and employees to cooperate to follow Sops during the office timing.

\* Avoid close contact

Avoid close contact with people who are sick. If you sick, keep your distance from others.

\* Cover your mouth and nose.

Cover your mouth and nose with tissue when coughing or sneezing to prevent those around you from getting sick.

\* Clean your hand

Washing your hand often for 20 second with

help of protect you from germs.

\* use distance :

use distance among 2 meter or six feet .

\* use face masks

use face mask because your mouth and nose are protect in the virus .

\* use hand sanitizer :

use hand sanitizer to protect your hand from the germs .

Sops are followed because to ensure that production of sops to follow the sops to protect the virus and unspread to one at another . Sops are not follow then disease are spread people to people .

Sops in Healthcare is define as a written set of instructions that healthcare worker should follow to complete a job safely . with no adverse effect on personal health or Environment and in manner that maximum the probability of a beneficial health outcome in an efficient manner in simple terms Sops are follow .

Shahzeb Khan

Distt Larkki Marwat, KPK

19 Aug 2020

The editor of  
newspaper Dawn

Dear Sir

I live in Larkki Marwat. My locality shall be much obliged if you allow me a little space in your esteemed newspaper to draw the attention of the authorities concerned towards the polluted water supplied to our home since the past few weeks.

The water received by the polluted it contains particles of mud plastic etc. which is near to some polluting area. For instance, I find that there are some chemical factories in this area which may discharge their chemical effluents into the supply source. We are being denied the right to clean and pure water.

We had written to the authorities regarding the issue earlier but they had turned a deaf ear to our complaints. Therefore, it is the humble request to you to publish an article about the same in your newspaper, so that the authorities take note of the matter and carry out the necessary action.

Thanking you in anticipation

yours truly,

Shahzeb Khan

ID # 6938

Name : Shahzeb Khan

Question # 03

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Shahzeb Khan

Distt Lalki Manwat

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0312-9721022

19 Aug 2020

Basit Khan

Coorditor of CE

Iqra National University

hyatabad peshawar

Dear Sir,

I am very appreciative of the opportunity to apply for the Lab Engineer at Iqra national university. My career goal has always been to work in the field and I believe this opportunity line up perfectly with ambition. Working in this particular field study very exciting and I am looking forward to learning more about this position.

During my employment at peshawar lab testing. I worked in the lab for nine years helped physician perform

I have performed hundred of test and results are very good. The lab had a 15% increase in accuracy compared of the five year before my employment. I enjoy the challenge of keeping detailed records and always following a meticulous pattern for achieving the most accurate results. I graduated with a bachelors of Engineering degree and finished in the top 10% of my class. I am for the best of this job.

Thank you taking the time to read and review my cover letter for Lab Engineer position in INU. I believe that I am highly qualified for this job due to my past experience and educational background. Please contact me if you have any question regarding my application.

Sincerely,

Shahzad Khan