

Mst. Habiba Akter

(Registered Medical Assistant)

Mailing Address

Vill. CotoMohishMuri, Forkerkhat, Rajarhat, Kurigram, Bangladesh

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Cell: +8801772-370724



Career Objective:

To secure a challenging and rewarding position within a dynamic healthcare or humanitarian organization, utilizing expertise as a Registered Medical Assistant to drive operational excellence, contribute specialized clinical skills in **maternal, neonatal, and child health**, and support organizational success.

Career Summary:

- Clinical & Emergency Expertise:** Registered Medical Assistant and dedicated humanitarian worker with comprehensive clinical experience spanning Maternal, Neonatal, and Child Health (MNCH), Nutrition, and Primary Health Care. Highly skilled in managing medical emergencies, including **Basic Life Support (BLS)**, **Pediatrics Advanced Life Support (PALS)**, and first aid management. Competent in performing **minor surgery**, appropriate patient counseling & prescribing treatment.
- Operational & Technical Proficiency:** Proven ability to handle multiple tasks effectively under pressure in demanding and stressful environments. Proficient in Microsoft Office applications (Word, Excel, Access, Power point) and general internet browsing, as confirmed by formal training. Core competencies include professional communication, documentation, filing, and effective monitoring and evaluation.
- Interpersonal & Leadership Skills:** Demonstrates strong capabilities in teamwork, decision-making, and conflict resolution. Fluent in Bengali and proficient in English for reading, writing, and listening, with moderate proficiency in speaking.

Core Competencies:

- Medical Care, Nursing care, and Nutritional care.
- Emergency medical care.
- Prevention & Supporting Management of Tuberculosis.
- Staff monitoring and Monitoring and evaluation.
- Professional communication.
- Capable to operate with Microsoft Office application & internet browsing.
- Documentation & Filing.

Academic Qualification:

Exam Title	Concentration/Major	Institute Name	Result	Passing year	Duration
D.M.F(Diploma in Medical Faculty)	Medical Assistant Training Course	Professor SohrabUddin MATS, Tangail	Pass	2021	4 years (3 years Academic+1 year Internship)
SSC(Secondary School Certificate)	Science	PanthabariBalakandi B.L High School	4.72 (out of 5.00)	2018	2 years

Training Summary:

Training Title	Institution	Topic Covered	Duration
Internship	250 Bedded General Hospital,Tangail.	Medicine, Pediatrics & Cardiology, Surgery, Orthopedics, Gynecology & Obstetrics, Emergency & ENT	09 Months
Internship	Rajarhat Health Complex, Kurigram	Indoor, Outdoor & Emergency	03 Months
Computer Office Application	Bangladesh Technical Education Board	Microsoft Word, Excel, Access & Power point	03 Months

Professional Experience

Post Title	Medical Assistance		
Hospital Name	Green Life General Hospital		
Department/ Ward	Emergency, Gynae, OPD		
Duration:	From	TO	
	01-11-2024	Still now	
Administrative & Management	Spearheaded initial patient assessment and delivered prompt firstline emergency interventions. Executed primary stabilization measures and administered Basic Life Support (BLS) to critically ill or injured patients. Optimized patient flow through effective triage and prioritization in a high volume emergency setting. Collaborated in diagnostic evaluation by accurately obtaining medical histories and performing targeted physical examinations. Assisted in minor surgical procedures and wound management while maintaining strict aseptic techniques. Educated patients on medication use, post-care instructions, and referral processes to ensure continuity of care.		

Communication Skill:

- Bengali: Fluent in reading, writing, listening & speaking.
- English: Fluent in reading, writing, listening Department of paediatrics & moderate in speaking.
- Claim myself to be a very convincing speaker.

Professional Registration & Achievement:

- Registered from Bangladesh Medical & Dental Council (BMDC)
- Regi no. D-31369

Personal Details

Fathers Name : Md. Haider Ali
Mothers Name : Mst. Jesmin Begum
Mobile : 01772-370724
E-mail : habibaakterdmf01@gmail.com
Birth Date : 15 October 2001
Gender : Female
Blood Group : O+(ve)
National ID No : 3774016434
Nationality : Bangladeshi
Marital Status : Married
Religion : Islam
Present Address : Rajarhat, Kurigram, Bangladesh
Permanent Address : CotoMohishMuri, Forkerkhat, Rajarhat, Kurigram, Bangladesh

Reference:

Name	Dr. Amit Kumar Basu
Organization	Green Life General and Diagnostic Center
Designation	Former Senior Consultant-Gynecology, Surgery & Internal Medicine
Contact No	01715-394737
E-mail	
Relation	Academic

Name	Dr. Mst. Umme Kulsum
Organization	Rajarhat Upazila Health Complex
Designation	Senior Consultants- Pediatrics
Contact No	01718-078173
E-mail	ukulbeauty@gmail.com
Relation	Corporate

I acknowledge that the above information is true and correct to the best of my knowledge.



Mst. Habiba Akter

Date:.....