



Reg No: 34657



SURAIYA SIRIN SIMA

About Me

C/O: Sobuj Islam

Cell: +8801897718910

E-mail:simarahman889@gmail.com

CARRIER OBJECTIVE:

To serve in a responsible administrative position at a well-structured origination and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

PERSONAL DETAILS:

Name : Suraiya Sirin Sima
Father's Name : Sobuj Islam
Mother's Name : Selina Begum
Present Address : Vill- Kumria P.O.- Kachinia
Upazila:Khansama, Dist- Dinajpur.
Permanent Address: Vill- Kumria P.O.- Kachinia
Upazila:Khansama, Dist- Dinajpur.
Nationality : Bangladeshi (By Birth)
Religion : Islam
Date of Birth : 12 Sep 2002
Place of Birth : Dinajpur
Sex : Female
Marital Status : Single
Blood Group : B+ (Positive)
National I.D No : 2415234372

SPECIAL SKILLS

- ✓ Enjoy hard working with details.
- ✓ Good Presentation skill.
- ✓ Interest well with people.
- ✓ Dedicated and resourceful.
- ✓ Interests compliance with prescribed therapy.
- ✓ Provides explanation in client's language and support client decision.

LANGUAGE PROFICIENCY:

Bangla : Fluent skill of Speaking, Reading and Writing.

English: Fluent skill of Speaking, Reading and Writing.

EDUCATION

2018-SSC: Secondary School Certificate

Institute : Sunlight School, Dinajpur
Board : Dinajpur,
Group : Science
Passing year : 2018,
GPA : 4.78 (Out of 5.00)

2021-HSC: Higher Secondary Certificate

Institute : Uttoron Women's College, Sirajgonj
Board : Rajshahi,
Group : Humanities
Passing year : 2021,
GPA : 4.67 (Out of 5.00)

Honour's Bachelor Of Honours Degree

Institute : Saidpur Govt, College
Board : National University,
Subject : Sociology
Passing Year : Final Year
GPA :

2023-DIPLOMA: Diploma in Medical Assistant:

Institute: Medical Assistant Training School, Surajganj
Board : The State Medical Faculty of Bangladesh
GPA : Pass,
Passing year : 2023

Computer Office Application

Institute: Dinajpur IT Computer Training Center, Dinajpur
Board : Bangladesh Technical Education Board
GPA : A+
Passing year : 2020

TRAINING / INTERNSHIP

Hospital/Clinic Name: 250 Bedded General Hospital
Takurgaon + 50 Bedded Upozela Health Complex,
Chirirbandar,Dinajpur.
Duration: 9 Months + 3 Months
Department: Surgery; Gynae & Obstetrics; Paediatric;
Medicine; Opd; Ipd; Epd.
Responsibilities: Support & patient management;Assisted
in minor procedures;Maintained medical files & documen-
tation;Coordinated with nurses & doctors

Suraiya Sirin Sima

