

Md.Kaiyom Sarker

Medical Assistant

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Muradnagor, Cumilla, Bangladesh



CAREER OBJECTIVE

To work as a skilled and dedicated Medical Assistant, utilizing my knowledge and experience in pediatric care, emergency management, and general patient care to provide quality healthcare services and contribute to organizational growth.

KEY SKILLS

- Pediatric Patient care and Assessment.
- Emergency and trauma management.
- Outdoor Department Management (OPD)
- Minor surgical procedures (dressing, stitching).
- Diagnostic Procedures: ECG, Chest X-ray and CT Scan Interpretation (Basic Level).
- Performed ECG, Nasogastric (NG) tube insertion, Catheterization.
- Experienced in admitting and managing Medicine department patients.
- Patient counseling and health education
- Data recording and register maintenance.
- Teamwork and Patient-Centered Care.
- Capable of independently managing Outdoor Department (OPD) services.

LANGUAGE PROFICIENCY

- Bangla: Native
- English: Good command in Reading, Writing, and Speaking

WORK EXPERIENCE

Medical Assistant (INTERN)

250 Bedded General Hospital, Feni

Departments: Medicine, Surgery, Pediatrics, Orthopedics, Gynecology

May 2024 - January 2025

- Provided primary treatment and medical advice to patients.
- Received, admitted, and provided initial care to pediatric patients in the Children's Ward.
- Managed all kinds of emergency cases, including trauma and critical patients.
- Followed up and treated general patients with appropriate care.
- Maintained patient data records and reports.
- Performed ECG, NG tube fitting, and catheterization procedures.
- Assisted in the dressing, stitching, and management of RTA (Road Traffic Accident) patients.
- Monitored diabetic patients and provided follow-up care.

EDUCATION

Diploma in Medical Faculty (DMF)

Medical Assistant Training School, Cumilla
Thakurpara, Cumilla | December 2022

- Passed
- The State Medical Faculty, Bangladesh

Secondary School Certificate (SSC)

Kaziatal Rohim Rohman Molla High School,
Muradnagar, Cumilla | 2019

- GPA 4.00
- Board: Cumilla.

Medical Assistant (INTERN)

Muradnagar Upazila Health Complex, Muradnagar .

*Departments: Indoor, Outdoor, NCDC,
Emergency*

May 2025 - August 2025

- Supported general patient care in both indoor and outdoor department.
- Maintained patient data records and reports.
- Helped in non-communicable disease control (NCDC) programs.
- Maintained accurate patient documentation and reporting.

REFERENCES

Dr. Md. Serajul Islam Manik UHFPO –
Upazilla Health Complex, Muradnagar,
Cumilla . ☎ +8801701248446

Dr. Md. Iqbal Hossain Siraji
Jr. Consultant – 250 Bedded General Hospital, Feni.
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