

RESUME
OF
MOST. SHIRINA KHATUN SHILA
BM&DC Registered & Certified Medical Assistant
BM&DC Regi. No: D-28594
Jharbari, Birganj, Dinajpur
Cell Phone: +8801792-884792
E-mail: shirin9252@gmail.com



Career Objective:

I am looking a hard and challenging job where I will have the scope to utilize my knowledge and skills for the development of the institution. I believe I will perform any task honestly as my goal.

Academic Qualification:

✓ **Name of Degree : Diploma in Medical Faculty (DMF)**

Name of Institute : Monowara Anowara Mats, Thakurgaon
Subject : Mats
Result : Pass
Passing Year : 2020

✓ **Name of Degree : Higher Secondary Certificate (HSC)**

Name of Institute : Jharbari College, Dinajpur
Board : Dinajpur
Group : Science
Result : GPA 3.17 in the scale of 5.00
Passing Year : 2015

✓ **Name of Degree : Secondary School Certificate (SSC)**

Name of Institute : Dhulauri Kashimnagar High School, Dinajpur
Board : Dinajpur
Group : Science
Result : GPA 4.50 in the scale of 5.00
Passing Year : 2013

Computer Knowledge:

- Operational System : Windows XP, Windows 7, Windows 10
- Database Language : MS Word, MS Excel, MS Power Point

Language Skills:

- Bengali: Mother Tongue
- English: Writing and speaking fluently

Strength:

- Patient, honesty and positivism.
- Creative thinking, dedication and hard working.
- Self motivation and strong concern for career.
- Good leadership skill.

Special Qualification

- Work well under pressure as part of a team.
- Enthusiastic, self motivated & result oriented
- Committed to providing total quality work.

Career Summary:

Medical Pharmaceuticals.

Employment History: Total Year of Experience About 1 Year.

1. Adhunik Sadar Hospital, Thakurgaon (As Intern Medical Assistant)

Hospital Location: Bangabandhu Road, Thakurgaon Sadar, Thakurgaon

Duration: 14th September 2020 to 13th June 2021.

Experience:

(1) Cure Pathology, Thakurgaon (1 Year).

(2) Faryad Diagnostic & Health Care Center, Parbatipur (2 Years).

(3) BD Sky Composit Ltd. (01-12-2024 to till now)

Personal Information

- Name : Most Shirina Khatun Shila
- Father's Name : Md. Abubakkar Siddik
- Mother's Name : Most. Rokeya Begum
- Permanent Address : Vill- Kashimnagar, Post: Jharbari
Thana: Birganj, Dist: Dinajpur.
- Present Address : Vill- Kashimnagar, Post: Jharbari
Thana: Birganj, Dist: Dinajpur.
- Date of Birth : 08 August 1996
- Sex : Female
- Nationality : Bangladeshi (By birth)
- Blood Group : A+
- Height : 5 feet
- Marital Status : Married
- Religion : Islam
- National ID No : 8651363395

References

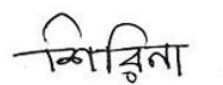
1. Dr. Rokeya Sattar
MBBS, FCPS (Gynae & Obs)
BCS Health Senior Consultant
Adhunik Sadar Hospital Thakurgaon
Cell: 01716-617845

2. Dr. Md. Habib-E-Rasul (Liton)
MBBS (Dhaka) BCS (Health)
FCPS (Medicine)
CCD- Diabetology (BIRDEM)
Medicine and Diabetes Specialist
Consultant-Medicine
Adhunik Sadar Hospital Thakurgaon
Cell: 01717-135327

Declaration

I hereby, declare that the statements made by me in the curriculum vitae are true, complete and correct to the best of my knowledge and behalf.

Date:



Signature