



MONIR HOSSAIN

SUMMARY

BM&DC (Bangladesh Medical and Dental Council) registered with 5+ years of experienced as a Medical Assistant. Seeking to secure a professional Medical Assistant position in a reputable facility where I can continue to develop & enhance my hands-on skills knowledge in the medical field.

+8801626-669101

Drmonirhossain50@gmail.com

Noakhali, Chittagong,
Bangladesh

EXPERIENCE

MEDICAL ASSISTANT

FKL Spinning LTD.

Ariabo, Rupganj, Narayanganj, Bangladesh

December 01, 2022-Present

Responsibilities:

- Keep and update health and medical related various registers.
- Root cause analyze of every injury case and prepare action plan.
- Check and update all the elements of health center.
- Assist medical officer for required/needful actions.
- Conduct regular training for first aider.
- Check and update all the first aid box situated in the floor.
- Should have courage to take or work under emergency situation.
- Ensure medical facilities for all employees.
- Ensure medical support sick/injured and track until cure.
- Keep regular communication with the nearest hospital also agreed hospital and referred serious and critical patients to Govt. hospital if required.
- Maintain health-card for all.
- Maintain injury and accident register.
- Organize seminar on hygiene, first aid, occupational health or any epidemic break out.

MEDICAL ASSISTANT

All Square Hospital LTD.

Sonaimuri, Noakhali, Bangladesh.

August 01, 2019 to September 30, 2021

Responsibilities:

- Provide all support for indoor and outdoor patients.
- Assist the Doctors during round, note, various operation and implementation the orders properly.
- Maintain various registers daily like Patient, Disease, Doctor Order sheet, Medicine Check etc.
- Regular correspondence with the patient and concerned person.
- Updating different registers like Health Card, service delivery, Injury etc.
- Maintaining the OT instrument & Autoclave.
- Indoor-outdoor patients management.

SKILL HIGHLIGHTS

- Strong decision maker.
- Energetic and ability to work under-pressure.
- Good team member.
- Self-motivated.

LANGUAGES

- Bangla (Excellent)
- English (Excellent)

HOBBIES

- Help others.
- Reading.
- Photography.
- Sports.
- Yoga.

Academic Qualification

Medical Assistant Training School (Diploma in Medical Faculty)

- Institute Name : Noakhali Paramedical College (NPC-MATS)
- Group : Medical Assistant Training Course
- Result : PASS
- Board : The State Medical Faculty of Bangladesh
- Passing Year 2017

Secondary School Certificate

- Institute Name : Rubirhat Bongobondhu govt. high school.
- Group : Science
- Result : GPA 3.94 out of 5.00
- Board : Comilla
- Passing Year 2014

Internship Training

Training Title	Topic	Institute	Year	Duration
Internship	Medicine, Surgery, Gynecology & Obstetrics, Paediatrics, E.N.T, Ophthalmology, Orthopedics, Dentistry, Anaesthesia, Indoor, Outdoor and also in Emergency Department	250 Bed General Hospital, Noakhali, Bangladesh.	01/07/2018-31/03/2019	09 Month
Internship	Indoor & Outdoor, Emergency	Upazilla Health Complex, Begumgonj, Noakhali, Bangladesh.	01/04/2019-30/06/2019	03 Month

Computer Skills

- Operating System: Office Management.
- Can handle Internet Explorer & Web, E-mail etc.
- MS Word, Power Point, E-mail, Internet browsing and Electronics Circuit

Personal Information

Name : MONIR HOSSAIN
Father's Name : SHAH ALAM
Mother's Name : KHODEJA BEGUM
Date Of Birth : January 01, 1998
Address : KEGNA, WORD NO #9, SONAIMURI, AMKI BAZAR-3827,
NOAKHALI.
Nationality : Bangladeshi
Gender : Male
Height : 5'2"
Weight : 57 KGs
Personal NID : 3757257559
Passport : A03471029
Marital Status : Single
Religion : Islam

References

- **Engg. Mohammad Mashuk-Ul-Islam**
General Manager (Operation)
FKL Spinning Ltd.
Rupgonj, Narayanganj.
Mobile : +8801613368000
- **Major Sirajul Anwar**
Bangladesh Army (Retired)
Mobile : +8801960247259

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Signature