



Ananya Chakma

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Career Objective:

To pursue a challenging career in dynamic Organization where I will have the opportunity to utilize my talent and prove my skill for professional career development.

Career Summary:

Dynamic medical assistant, recognized for top performance during challenging emergency medical situations such that require good judgment, prioritization, high level of responsibility, calmness and initiative. Worked in various medical Institutions for more than ten years, saving lives of hundreds of patients. Known for being self-disciplined, stress tolerant and for excellent communication skills. Able to develop a good rapport with patients. vast knowledge of operating lifesaving equipment.

❖ **Special Qualification:**

Registered By Bangladesh Medical and Dental Council BM&DC Registration No D-12213

❖ **Employment History:**

❖ **Total Year of Experience** : 8.6 Year(s)

➤ **Medical Assistant (September 15, 2024 - Continuing)**

➤ **Friendship**

Company Location: Baridhara, North Road 1212, Dhaka.

Department: Health.

Duties/Responsibilities:

1. To provide clinical care, supervision to medical doctor, to provide emergency treatment consultations of patients.
2. Nutritional and IYCF referral and nutritional treatment.
3. To provide special service Gender base violence.
4. Triage, screening and assessment of the patients.
5. Provision of inpatient and outpatient treatment, ensuring medication are given to patients.
6. Delivery of hygiene promotion, health education and patient giver counselling.
7. Infection prevention and control measures.
8. Staff supervision and Development.
9. Maintain open and professional relation with team members.
10. Provide medical support and mentorship to other staff, health educators and other needed.
11. Work with and support community volunteers to provide health promotion, community mobilization and awareness raising.
12. Develop and maintain effective working relationship with local communities, camp focal and other implementing partners.
13. Monitoring and reporting.
14. Ensure all patient consultations are documented and patient record completed.
15. Submit daily report.
16. Work and support with MEAL coordinator for data Reporting and documentation.

➤ **Medical Assistant (March 10, 2018 - July 15, 2024)**

➤ **Friendship**

Company Location: Baridhara North Road, Dhaka1212, Bangladesh.

Department: Primary Health care

Duties/Responsibilities:

1. To provide clinical care, supervision to medical doctor, to provide emergency treatment consultations of patients.
2. Nutritional and IYCF referral and nutritional treatment.
3. To provide special service Gender base violence.
4. Triage, screening and assessment of the patients.
5. Provision of inpatient and outpatient treatment, ensuring medication are given to patients.
6. Delivery of hygiene promotion, health education and patient giver counselling.
7. Infection prevention and control measures.
8. Staff supervision and Development.
9. Maintain open and professional relation with team members.
10. Provide medical support and mentorship to other staff, health educators and other needed.
11. Work with and support community volunteers to provide health promotion, community mobilization and awareness raising.
12. Develop and maintain effective working relationship with local communities, camp focal and other implementing partners.
13. Monitoring and reporting.
14. Ensure all patient consultations are documented and patient record completed.
15. Submit daily report.
16. Work and support with MEAL coordinator for data Reporting and documentation.

➤ **Paramedic (November 1, 2016 - February 28, 2018)**

➤ **Greenhill**

Company Location: Alikadam, Bandarban

Department: Primary Health Care and Delivery Sector

Duties/Responsibilities:

1. Outdoor patient Management.
2. Provide Safe delivery.
3. Provide ANC and PNC.
4. Submit daily report.
5. Ensure infection prevention and control.
6. Attend to monthly meeting.
7. Submit monthly report and other relevant.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration	Achievement
DMF	Medical Assistant	Medical Assistant Training School,Tangail (MATS,Tangail)	Pass	2014	4 years	DMF
SSC	Science	Shijak Mukh High School	-	2011	5 years	School Secondary Certificate

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Training on Implant	Family Planning - Implanon	Friendship	Bangladeshi	Court bazar	2021	2days
Training on Comprehensive training on essential service package for healthcare workers	Triage IPC Communicable and non-communicable disease and standard code of conduct	IOM	Bangladeshi	Cox's bazar	2021	04days
Training on ANC		Friendship	Bangladeshi	Court bazar	2019	2days
Training on GBV	Gender Equality and Gender Based Violence Case Referral	ACF	Bangladesh	cox's bazar	2018	03 days
Training on MR	MRM	Ipas	Bangladesh	cox's bazar	2018	03 days
Infection Prevention	Infection Prevention	Friendship	Bangladesh	Ukhiya	2018	02 days
Training on Family Planning	Family Planning counseling	Surjer Hasi Clinic	Bangladesh	Rangamati	2017	04 days
Training on safe Delivery	ANC and PNC and Safe Delivery	Mohammadpur Fertility Service and Trainings Center and 100 Bedded MCH Hospital	Bangladesh	Dhaka	2016	21 days
Internship	Indoor and outdoor and emergency	Upazilla Health Complex	Bangladesh	Baghaichari	2016	03 months
Internship	Medicine and pediatrics and Gynecology and Obstetrics	Rangamati Sadar Hospital	Bangladesh	Rangamati	2015	09 months

Specialization:

Fantastic working experience world biggest Rohingya Camp, Cox's bazar

Extra Curricular Activities:

Ability to emergency patient case diagnosis and treatment of patient upon Agreed/standard guidelines.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium
Chittagong	High	High	High

Personal Details :

Father's Name : Annapurna Chakma
Mother's Name : Alorani Chakma
Date of Birth : April 6, 1995
Gender : Female
Marital Status : Married
Nationality : Bangladeshi
Religion : Buddhism
Permanent Address : Shijak Mukh, Baghaichhari, Rangamati
Current Location : Cox's Bazar

Reference (s):**Reference: 01**

Name : Nahid Hasan
Organization : Friendship
Designation : MEAL Coordinator
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Relation : Professional

Reference: 02

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