

MD. MHEDI HASAN

CERTIFIED MEDICAL ASSISTANT

Mailing/Corresponding Address

MD. MHEDI HASAN

Medical Assistant (UNHCR-RRRC Project), GK- Cox's Bazar.

Cell phone: +88 01567-811497

+8801743-662475

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No.	Education	Year	Institution/Board
1	BSC in Public Health	Continue	Pundra University of Science & Technology
2	Diploma in Medical Faculty	2019	The State Medical Faculty of Bangladesh
3	HSC (Science)	2019	Board of Intermediate & Secondary Education, Dhaka
4	SSC (Science)	2016	Rajshahi Board

TRAINING/ WORKSHOP

No.	Name of Training	Institution	Duration
1	Internship	TMSS Medical College & Rafatullah Community Hospital, Bogura	09 Months
2	Internship	Upazilla Health Complex, Belkuchi, Sirajganj	03 Months
3	Diploma In Computer Science	SIT- Foundation, Bogura	06 Months

EMPLOYMENT RECORDS

❖ Medical Assistant

(UNHCR-RRRC Project), GK- Cox's Bazar.

Duration: 23 February 2025 to Continue.

Responsibilities:

- Emergency Medical and Humiliation Services.
- Relationship management.
- Communication and listening.
- Leadership.
- Operations management.
- Acute Care Facility.

❖ D. Assistant

Directorate General of Health Services,

National Tuberculosis Control Programme,

Duration: 01 January 2022 to 20 February 2025

Responsibilities:

- Assist healthcare providers.
- Take medical records.
- Documentation.

❖ Personal Officer

Dr. A.K.M Mofakhkharul Islam,

Civil surgeon, Bogura,

Duration: 01 January 2021 to 31 December 2021

Responsibilities:

- A personnel officer, also known as a Human Resources (HR) officer, is responsible for managing all aspects of employee relations within a company, including recruitment, hiring, employee benefits, performance evaluations, handling grievances, ensuring compliance with labor laws, and developing HR policies and procedures to maintain a productive workforce.

❖ Incharge

Blood Bank, Upazilla Health Complex,

Belkuchi, Sirajganj

Duration: 01 January 2020 to 31 December 2020

Responsibilities:

- Blood Collection and Donation Management
- Ensure proper storage and preservation of blood and blood products according to regulatory standards.

PERSONAL DETAILS

- Name : Md. Mhedhi Hasan
- Father's Name : Md. Mhamudul Hasan
- Mother's Name : Most. Momata Pervin
- Address : Vill: Baniaganti, P.O: Chandanganti-6740, P.S: Belkuchi, Dist: Sirajganj.
- Date of Birth : 25 December 2001
- Sex : Male
- Marital Status : Unmarried
- Height : 5 Feet 7 inch
- Religion : Islam
- Nationality : Bangladeshi
- National ID No. : 3314579040
- Blood Group : O+ (Positive)

❖ **Computer Skills:**

MS Word, Basic Networking (E-mailing & Internet Browsing) MS Excel, SPSS.

❖ **Language Proficiency:**

Excellent Command on English (Reading, writing & speaking)

Bangla (Mother Tongue)

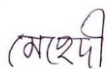
Arabic (Fair reading, Competence in simple communication)

Urdu and Hindi (Fair speaking)

OTHER SKILLS

- Responded quickly to medical emergencies
- Accident and emergency (A&E) medicine experience.
- Keeping up to date with the latest treatments, medicines and medical developments
- Experience of providing care to patients on hospital wards and outpatient department.
- Assisted in the operating theatres in surgical operations.
- A willingness to accept responsibility.
- Experience of working in a pressurized environment.
- Assessed healthcare needs.
- Assessed patient condition through physical and verbal exams and by collecting information from witnesses.
- Assessing patients, providing emergency treatment and making diagnoses
- Monitoring and administering medication, pain relief and intravenous infusions
- Dressing wounds/injuries
- Verifies patient information by interviewing patient; recording medical history

Signature of



MD. MHEDI HASAN

Date: 16-05-2026