

CURRICULUM VITAE

OF

MST. MIM KHATUN

Registered Medical Assistant

BM&DC Reg No: D-30743

Dedicated to Provide Perfect Emergency Medical,
Clinical and Humanitarian Services

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Career Object:

Looking for a reasonable and challenging position where I can work with and thought other people with the proper implementation of my academic knowledge, creativity and experience in order to build up career as professional.

Personal Profile:

I am devoted towards my work and trust worthy. I am had working and always keep myself update with new things. I am confident in my work and have a great communication skill. I do possess a quality of leadership.

Name	:	Mst. Mim Khatun
Father's Name	:	Md. Abdur Rahim
Mother's Name	:	Mst. Muslima Khatun
Date of Birth	:	20 th Nov, 2002
Nationality	:	Bangladeshi (by birth)
Marital Status	:	Unmarried
Sex	:	Female
Religions	:	Islam
Blood Group	:	O ⁺
Weight	:	56 Kg
Height	:	5'-5"
National ID No.	:	738 074 7563
Present Address: Village	:	Vill: Dwariapur, PO- Shahzadpur-6220 Upazilla- Shahzadpur, District- Sirajgonj
Permanent Address	:	Vill: Dwariapur, PO- Shahzadpur-6220 Upazilla- Shahzadpur, District- Sirajgonj
Home District	:	Sirajgonj
Hobbies	:	Reading, Traveling, Playing & Volunteer.

Educational Qualification

Name of Examination	Group/Subject	Institute	Result	Passing Year	Board/ University	Duration
Diploma in Medical Faculty (DMF)	Medicine, Surgery, Gyane & Obs.	A. S.I Medical Assistant Training Institute, Sirajgonj	Passed	2021	Dhaka	4 Years
S.S.C	Science	Shahzadpur Ibrahim Pilot Girl's High School, Sirajgonj	3.72	2018	Rajshahi	-

Experience at a glance:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	Medicine, Surgery, Gynae, Cardiology and Pediatrics	250 Beded Bangamata Sheikh Fazilatunnesa Mujib General Hospital, Sirajganj	Bangladesh	Sirajganj	2023-2024	9 months
Internship	Emergency, Indoor & Outdoor	Upazila Health Complex, Paba, Rajshahi	Bangladesh	Rajshahi	2024	3 months

Pediatric Department:

- Diagnosing and treating common childhood ailments and minor injuries.
- Recommending patients for further treatments and specialists when needed.
- Provide preventative care including the recommendation of Vaccine.
- Recording and maintaining the health and development information of their patients.
- Effectively communication their patients' health, nutritional and fitness needs to their guardians.

Medicine department:

- Monitoring and administering medication.
- Assessing and planning, treatment requirements liaising daily with staff including other doctors. Non-medical management staff and healthcare professionals.
- Department of Surgery:
- Upper gastrointestinal service.
- Demonstrated advanced laboratory skills in laparoscopic surgery.
- Provide general pre and post-operative care.

Emergency Department:

- Completed diagnostic procedures including venipuncture lumbar puncture.
- Performed treatments including urinary cauterization and plastering.
- Attended cardiac arrests with emergency staff.
- Monitored patient care plan in accordance with procedure.
- Delivered community education program.
- Contributed to business plan to improve method of managing patient data.

Department of Gynecology and Obstetrics:

- Record patient's medical history.
- Provide general pre-and past operative treatment.

Skill Highlights:

- Emergency medical and humanitarian services.
- Communication and listening skills.
- Leadership, hard-working problem solving, patient care, Vital sign measurement, Injection, Cardiopulmonary, resuscitation ECG, Life support, Patient/Family education.

Computer Skills:

Microsoft Office program: MS-Word, MS-Excel, PowerPoint, E-mail, Internet Browsing and Etc.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	Excellent	Excellent	Excellent
English	Excellent	Excellent	Medium

Reference:**1. Dr. Md. Rokon Uddin**

MBBS (Raj), BCS (Health)
Emergency Medical Officer (EMO)
Code No. 121948
250 Beded Bangamata Sheikh Fzailatunnesa
Mujib General Hospital, Sirajganj.
Contact: 01752119735

Signature

(Mst. Mim Khatun)

Date: _____