

Resume

MD.MILON MIYA

2/2 Chaduddan,Mohammadpur,Dhaka-1207

MobileNo:01705861730

E-mail:milonmiaa42@gmail.com



Carrier Object:

To pursue a dynamic career in the quality control sector of any reputed Hospital/diagnostic center, where my academic study, experienced and innovation can be utilized properly.

Profile:

I believe in hard working integrity and dedication towards the work on my hand. Advancement through exploration to newly acquired knowledge in future.

Job Responsibilities:

1. Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately. May take blood sample.
2. Answering screening and forwarding incoming phone calls.
3. Receiving and sorting daily mail.

Academic Qualification:

Name of Examination	Passing Year	Group	Institute	GPA	Board/University
MA	Running	Master of Art's	Kurigram Govt College	Running	National University
B.A	2020	Bachelor of Art's	Bhurungamari Govt college, Kurigram	2.91	National University
H.S.C	2017	Humanities	Bhurungamari Fadil Madrasah	3.14	Dhaka
S.S.C	2015	Humanities	Moidam Dakhil Madrasah	3.25	Dhaka.

Working Experience:

Sl	Organization	Designation	Duration
1	Trust Care Medical Center	Receptionist & Incharge	June 2023-Running
2	Trust Care Medical Center	Marketing	December 2022-May 2023
3	Mondol Group	Customer care	January 2022-Oct 2022

Professional Qualification:

Certification	Institute	Location	From	To
History	Kurigram National University	Kurigram	March 2023	Running

Computer Training:

Training Course: Computer Application with MS.Office,Networking & Hardware Maintenance.

Specialization:

Fields of Specialization	Description
Receptionist	Greet and welcome guests as soon as they arrive at the office.Direct visitors to the appropriate person and office.Answer screen and forward incoming phone calls.Ensure reception area is tidy and presentable,with all necessary stationery and material(e.g.pens,froms and brochures)Provide basic and accurate information in-person and via phone/Email receive , sort and distribute daily mail/deliveries Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook,issue visitor badges) Order front office supplies and keep inventory of stock.Update calendars and schedule meetings. Arrange travel and accommodations,and prepare vouchers keep updated records of office expenses and costs.Perform other clerical receptionist duties such as filing,photocopying,transcribin and faxing.

Language Proficiency:

	Language	Reading	Writing	Speaking
Native	Bangla	High	High	High
Foreign	English	High	High	Medium

Competence:

- I do have the capability to perform my responsibility in timely and accurately.
- I am habitual to work under any kind of environment.
- I do have the ability to communicate with the high officials.
- Capable of operating computer.

Interest:

Reading, journals ,Books ,Magazines, Traveling & Internet Browsing etc.

Personal Information:

Name : **Md. Milon Miya**
Father's Name : **Abdus Samad**
Mother's Name : **Fatema Begum**
Permanent Address : **Vill: Moidam , P.O :Fulkumr**
P.S: Bhurungamari,
Dist:Kurigram, Divi:Rangpur
Present Address : **House: 2/2,Chaduddan,**
Mohammadpur, Dhaka-1207
Post Code : **(5670)**
Nationality : **Bangladeshi by birth.**
NID No : **1511521401**
Religion : **Islam.**
Date of Birth : **10-07-2000**
Marital Status : **Unmarried**
Sex : **Male**
Height : **5'5"**
Weight : **56 Kg**
Blood Group : **(O+)**

Reference:

Dr. Md.Ehsanul haque

MBBS.MCGP(Family Medicine)

MCGP(Child)CCD(Daibetics-Bardem)

PGT(Medicine- Dhaka Medical College Hospital)

Consultance LAB AID Hospital kolabagan,Dhaka.

Certification:

I certify that all information stated in this resume is true and complete to the best of my Knowledge.The information provided in this resume can be verified if required.

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MD.MILON MIYA