

10 May 2026

To

Human Resources Department
Shakti Foundation for Disadvantaged Women
Dhaka, Bangladesh

Subject: Application for the Position of Medical Assistant/Paramedic

Honorable Sir/Madam,

In response to your job advertisement published on website by your Organization. I would like to apply for the position of "Medical Assistant/Paramedic" I am very interested in working with Shakti Foundation and contributing to community healthcare services.

I have more than six years of experience in community health, nutrition, and primary healthcare programs. At present, I am working as an Assistant Technical Officer in the Nutrition and Primary Health Care Component under the PPEPP-EU Project. In my current role, I provide health education, support pregnant and Lactated women with counseling and Providing ANC & PNC service, IYCF Counselling ,Adolescent health, Work on child nutrition improvement, Daily door to door visits, and ensure primary healthcare services for local people. Create awareness about women's Rights , Providing nutrition service for targeted people.

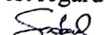
I enjoy working closely with communities and helping people improve their health and wellbeing. I have good communication skills, field-level experience, and the ability to work sincerely and responsibly under pressure.

I believe my experience and dedication will help me contribute positively to your organization. If I get the opportunity to work with your team, I will perform my duties honestly and with full commitment.

I kindly request you to consider my application for this position. I would be grateful for the opportunity to attend an interview.

Thank you for your time and considering my application. I have attached my complete CV, Academic & Experience certificates, Attested photocopy of NID Driving License , Motorcycle registration & BM&DC Registration certificate as PDF for your review.

Best regards,


Md. Sadequl Islam

Phone: +88 01719514989

Email: sadequ1one@gmail.com

MD. SADEQUL ISLAM

Present Address: P.S-Nikly, Dist: Kishoreganj.

Mobile: +88 01719514989-Whatsapp

E-mail: sadequllone@gmail.com

Career Objective:

To work for an Organization where I can use my 6+ years of experience in healthcare and nutrition to help people. As a BMDC registered professional (D-26574), I want to apply my skills in primary health care, first aid, and health education to support the Organization's mission while continuing to grow my own expertise.

Career Summary:

BM&DC registered Medical Assistant (D-26574) with 6+ years of experience in primary health care, nutrition, and community health programs. Experienced in **clinical screening, triage, patient counselling, referral management, and health education** in hospital and NGO. Worked in **Cox's Bazar humanitarian context** and skilled in managing MNCH, NCD screening, malnutrition detection, and community-based health services. Committed to delivering **patient-centered care following standard medical protocols**.

Achievements:

I have Assisted 90+ Pregnant mothers in safe deliveries at UHC Nikli. I have brought 100 + adolescent girls, 150 + Pregnant and Lactated mother, Children and others to the Community Clinic and FWC. Ensured they received health services, Iron Folic acid and Calcium tablets. Reduced stunting & underweight, Rehabilitated malnourished children, and improved sanitation practices and BCC at Karpasha Union.

Re-admitted 12 drop-out students to school, reduced communicable diseases, and implemented 200+ youth-focused activities.

Professional Experience

Assistant Technical Officer – Nutrition & Primary Health Care

Padakhep Manabik Unnayan Kendra (PMUK), *PPEPP Project | Kishoreganj | 06/ 07/2023 – Present*

- Manage 21 Prosperity Village Committees (PVCs), Supporting 712 households (~3,000 people).
- Door to door household visits & Daily PVC meetings
- Regular check the nutritional status of targeted people. Provide appropriate nutrition advice on their nutritional status.
- Measuring MUAC for Children U-5 years & PLWs Mothers.
- Screening & Referrals of SAM/MAM, Pregnant, Lactated mother & Others cases.
- Provide nutrition counseling
- Provide ANC & PNC services for pregnant & Lactated mother.
- Ensure regular intake of iron folic acid & calcium tablets for pregnant & lactated mother.
- IYCF counseling after delivery & Giving advise on Family Planning,
- Communicable & NCD Screening via satellite clinic.
- Triage & OPD consultation. Minor surgery.
- Data reporting via PPEPP IIS app.
- Conduct health campaigns, Satellite clinic services & Patient record documentation.
- Collaborate with government and NGO stakeholders to improve community health.

Upazila Programme Officer (In-charge) – Adolescent Program

Resource Integration Centre (RIC) - Ramu, Cox's Bazar | 16/ 02/2021 – 30/06/2023

- Established 198 adolescent clubs across 11 unions, directly engaging 5,000+ adolescents.
- Conducted health awareness campaigns, skills development training, and first aid sessions.
- Promoted gender equality, reduced child marriage and abuse through social awareness.
- I create safe spaces for adolescents to navigate emotional challenges and build the confidence they need for a healthy future.

Medical Assistant (Internship & Volunteer)

Nilphamari Adhunik Sadar Hospital & AR General Hospital Nilphamari 2018 – 2020

- Supported patient counseling, assisted doctors, maintained medical records, and provided first aid.
- Gained hands-on experience in primary healthcare and emergency response.

Technical Skills & Clinical Experience

- Team-based healthcare delivery. Stress management in community health.
- MNCH & Nutrition: Expert in ANC/PNC services, IYCF counseling, and MUAC screening for SAM/MAM screening referrals, Community Health, Nutrition and Community Mobilization
- Primary Health Care (PHC) & Behavior Change Communication (BCC)
- **Epidemic Preparedness:** Trained in USAID-funded Infection Prevention & Control (IPC) and COVID-19 outbreak response.
- **Safeguarding & Ethics:** Deeply familiar with child safeguarding and gender-sensitive programming through adolescent club management.
- Interpersonal & Communication Skills
- Training & Capacity Building (Development of training aids like posters, cards)
- Experienced in data entry via the PPEPP IIS app and skilled in data collection/monitoring.

Education

- Diploma in Medical Faculty (DMF) – The State Medical Faculty of Bangladesh, 2018
- HSC (Business Studies) – Dinajpur Education Board, 2017 (GPA 3.42/5.0)
- SSC (Science) – Dinajpur Education Board, 2015 (GPA 3.56/5.0)

Training & Certifications

- Leadership Robi 10 Minute School
- Nutrition & Primary Health Care (10 days, PKSF)
- Result-Based Monitoring (RBM) Training (3 days, PKSF)
- Skills & Leadership Development Training (RIC)
- Infection Prevention & Control (USAID) 3 days
- Interpersonal Communication Skills (USAID)
- COVID -19 Awareness & Prevention (BRAC, USAID)
- COVID - 19 Special course for informal healthcare providers by Jeeon
- COVID – 19 and Diabetes
- Safe Migration & Anti-Human Trafficking (USAID)

Personal Details

Father's Name	Md. Jahedul Islam
Mother's Name	Sufia Begum.
Marital Status	Married
NID	5974838038
Driving Licence	NF0011172C00004
Motorcycle reg:	Nilphamari HA 134310

Languages

- Bangla (Native), English (Intermediate), Rohingya/Chittagonian (Intermediate)

Reference:

(1) Suzon Ahmed	(2) Dr. Sajib Ghosh
Technical Officer (Nutrition)	MBBS, BCS (Health)
Padakhep Manabik Unnayan Kendra	UH&FPO
Nikli, Kishoreganj	Nikli, Kishoreganj
Mobile: +88 01758324951	Mobile: +88 01911010912
Email: suzonahmed.nft12@gmail.com	

Acknowledgement

I hereby declare that the information provided above is true, accurate, and complete to the best of my knowledge and belief.

Signature


Md. Sadequl Islam

The State Medical Faculty Of Bangladesh



DIPLOMA IN MEDICAL FACULTY

Sl. No. 29755

Registration No: 38651
Session 2015-2016

This is to certify that

MD. SADEQUE ISLAM

MD. JAHEDUL ISLAM

&

from

Creative Medical Assistant Training School, Nilphamari

SUFIA BEGUM

Son/Daughter of

Center Institute of Health Technology, Rangpur.

Roll 6303

bearing

Medical Assistant Training Course of 3 (three) years duration held in the month of December-2018 under THE STATE MEDICAL FACULTY OF BANGLADESH and he/she had completed the internship for a period of one year.

203, Shahid Syed Nazrul Islam Sharani, Dhaka-1000.

The 02 AUG 2020

Compared by:  SECRET


Secretary


President

Board of Intermediate and Secondary Education, Dinajpur

Bangladesh

DBCC Serial No. 178-031254

Serial No. DIN 17- 0144382



Roll No. 523419

Registration No. 1217654519/2015-16

Centre 618 - Vishwagang-3

Higher Secondary Certificate Examination - 2017

This is to certify that

Md. Sadegul Islam

son/daughter of

Md. Fahedul Islam and Sufia Begum
of

Vishwagang College, Nijhamani

only passed the Higher Secondary Certificate Examination in

Business Studies group

held in the month of April-May, 2017 securing **3.42** in the scale of 5.00.

Date of passing: Dinajpur, July 28, 2017

Controller of Examinations

Board of Intermediate and Secondary Education, Dinajpur

DBCC Serial No. 150-034850

Bangladesh

Serial No. DIN-15 0150085



Roll No. 169566

Registration No. 1217654519/2013-14

Centre 601 - Nijhamani - C4

Secondary School Certificate Examination - 2015

This is to certify that

Mr. Tadequl Salam

son/daughter of

Mr. Jahedul Salam and Sufia Begum

of

Dubuli High School, Nijhamani

only passed the Secondary School Certificate Examination in

Science group

held in the month of February-March, 2015 securing GPA 3.56 in the scale of 5.00.

The date of his/her birth is

21st August Nineteen Hundred Ninety Six.

Date of passing: Dinajpur, May 30, 2015.

Controller of Examinations



Resource Integration Centre (RIC) রিসোর্স ইন্টিগ্রেশন সেন্টার (রিক)

সমাজ কল্যাণ বিভাগ রেজিঃ নং-ঢ-০১১৬৪, এমআরএ সদর নং-০০৩৪৯-০১৩৭৫-০০১৬৭, এলজিও দিল্লীক ন্যূনো রেজিঃ নং-১৭৭

Date: -08 August, 2023

Ref: RIC/Cen/HR/ P-0536/2023

TO WHOM IT MAY CONCERN

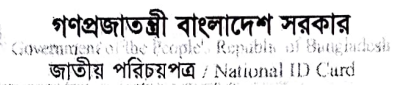
This is to certify that Md. Sadekul Islam, S/O. Jahedul Islam for the experience he/ she has gained in our organization. As the “**Upazila Program Officer (In charge)**” in “Resource Integration Centre (RIC)” And his/her barred ID: - 03205721. I hereby certify that this employee has worked in our company from 16 February, 2021 to 30 June, 2023 for **Three years & four month** and has gained experience in the Ramu, Adolescent project.

It was a great pleasure working with Md. Sadekul Islam for his employment Duration Three years and Four month & he/she proved himself/herself as one of the most important assets of the organization.

We wish him/her a good life and better opportunities of employment.

Approved by-

(Afroza Laila)
Director



25 Aug 1964



ঠিকানা: গ্রাম/রাস্তা: কচুকাটা (বড়বাড়ী), কচুকাটা,
ডাকঘর: মেলা কচুকাটা - ৫৩০০, নীলফামারী সদর
নীলফামারী



Blood Group

Place of Birth: **NILPHAMARI**

Issue Date 08 Oct 2017

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ISLAM<<MDSADEQUL<<<<<<<<<<

Page 1

C E R T I F I C A T E
O F C O M P L E T I O N

THIS IS TO CERTIFY THAT

Md. Sadequi Islam

has successfully completed the 10-day long course titled
"Technical Training on Nutrition and Primary Healthcare" from 06/08/2023 to 15/08/2023
under the Pathways to Prosperity for Extremely Poor People-European Union (PPEPP-EU) project.

Dr. Moshur Rahman

Dr. Moshur Rahman

Training Co-ordinator, Ad-din Welfare Centre



Implemented by
Path Karmas-Sahayak Foundation



Organized by
Ad-din Welfare Centre

Dr. Sharif/Ahmed Chowdhury

Dr. Sharif/Ahmed Chowdhury
Project Director, PPEPP-EU



Funded by
the European Union

CERTIFICATE OF PARTICIPATION

This is to certify that

Md. Saadequl Islam

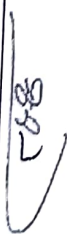
has successfully completed an online course
developed by Robi 10 Minute School and offered through MuktoPaath on

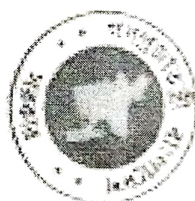
Leadership



MUKTOPAATH.GOV.BD
MC-01176530611157N


Ayman Sadiq
Founder and CEO
Robi- 10 Minute School


Dr. Md. Abdul Mannan, PAA
Project Director, Additional Secretary
Access to Information (a2i) Programme
ICT Division



This is to certify that

Md Shadegul Islam

has completed e-learning course on

Infection Prevention and Control

6th October, 2023



USAID
FROM THE AMERICAN PEOPLE



CERTIFICATE OF COMPLETION

This is to certify that
Md. Oadequr Islam

has successfully completed the

Online Training Course on Interpersonal Communication Skills

We wish him/her all the best.

Faisal Mahmud

Dr. Faisal Mahmud
Country Director and Chief of Party
Chief of Party, USAID's Ujjiban SBCC project
Johns Hopkins Center for Communication Programs

Md. Mamunur Rashid Bhuiyan
Project Director (Joint Secretary)
Aspire to Innovate (a2i) Programme
ICT Division

