

Farzana Aktar Suma

BMDC Registration No- 32903

Mailing Address:

House-18, Road-32, Block-D, Section-10,

Pallabi, Mirpur, Dhaka-1216.

Cell: +880 1608906515

Email: farzanaaktarsuma6@gmail.com



Career Objectives:

Dedicated and compassionate Medical Assistant seeking to contribute strong patient care, communication, and administrative skills in a professional healthcare environment. Eager to support medical teams while ensuring quality care and comfort for patients.

Academic Profile:

■ MATS

Department : MATS
Institute : Advanced Mats
Result : Passed
Board : Dhaka
Passing Year : 2022

■ S.S.C (Secondary School Certificate Examination):

Group : Science
Institute : Preparatory Grammar School
Result : GPA- 3.17
Board : Dhaka
Passing Year : 2019

Internship:

- I complete my Internship at **250 Bedded General Hospital, Feni** for 9 months
- I complete my Internship at **Upazila Health Complex, Faridganj, Chandpur** for 3 months

Language Proficiency:

<u>Language</u>	<u>Speaking</u>	<u>Writing</u>	<u>Reading</u>	<u>Listening</u>
Bangla	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good

Strengths:

- Knowledge of medical terminology and clinical practices
- Skilled in maintaining patient records and documentation Ability to analyze issues.
- Willing to shoulder challenges and responsibilities by working hard.
- Good communication skills.
- Fast Learner.
- Good team player.

Personal Details:

Name	:	Farzana Aktar Suma
Father's name	:	Md. Fazlur Rahman
Mother's name	:	Nur Banu
Permanent Address	:	House-18, Road-32, Block-D, Section-10, Pallabi, Mirpur, Dhaka-1216.
Date of Birth	:	01 st November, 2002
Gender	:	Female
Nationality	:	Bangladeshi
Religion	:	Islam
Blood Group	:	A+ (ve)
Height	:	5'4"
Marital Status	:	Married

Declaration:

I declare that the information supplied by me on these curriculum vitae is complete, true and correct in every particular.



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Farzana Aktar Suma