



Swapan Biswas

CAREER OBJECTIVE

Motivated and dedicated individual currently pursuing a Bachelor of Arts along with a Diploma in Medical Faculty (DM.F). Seeking to build a career in the healthcare sector where I can apply my academic knowledge, clinical training, and strong communication skills to provide quality patient care and grow professionally in a dynamic medical environment.

WORK EXPERIENCE

■ Medical Assistant | 250 Bed General Hospital, Khulna Sadar

- Monitored and recorded patients' blood pressure regularly
 - Assisted doctors during minor and major surgical procedures
 - Performed wound dressing and post-operative care
 - Maintained patient records and medical charts
 - Administered medications under supervision
 - Prepared patients for surgery and medical procedures
 - Ensured sterilization and hygiene of medical instruments
 - Communicated with patients and provided emotional support
 - Participated in emergency care and basic life support
 - Collaborated effectively with healthcare teams
- Work Duration: 9 Months

■ Medical Assistant | Bogura Medical College

- Monitored and recorded patients' blood pressure regularly
 - Assisted doctors during minor and major surgical procedures
 - Performed wound dressing and post-operative care
 - Maintained patient records and medical charts
 - Administered medications under supervision
 - Prepared patients for surgery and medical procedures
 - Ensured sterilization and hygiene of medical instruments
 - Communicated with patients and provided emotional support
 - Participated in emergency care and basic life support
 - Collaborated effectively with healthcare teams
- Work Duration: 9 Months

PROJECTS

■ Internship Experience

250 Bed General Hospital, Khulna Sadar; Bogura Medical College

Gained practical hands-on clinical training across multiple departments including General Medicine, Emergency, and Surgery. Supported patient care and medical procedures.

PERSONAL DETAILS

Address

Chitalmari, Bagerhat; Khulna Division,
Bangladesh

Phone

+880 1873-497783

Email

swapanbiswas8306303@gmail.com

LANGUAGES

Bengali

Native (Fluent)

English

Intermediate (Reading, Writing, Speaking)

SKILLS

Blood pressure monitoring

Clinical skill

Wound care

Clinical skill

Medication assistance

Clinical skill

Strong communication and
interpersonal skills

Teamwork and adaptability in
healthcare settings

Emergency response and patient
preparation

Medical documentation and
record management

Computer Skills

MS Word, MS Excel

Knowledge of hospital hygiene and infection control

EDUCATION

- **Diploma in Medical Faculty (D.M.F) | Science and Information Technology College Bogra**
Score: GPA 4.85
Completed
- **CDP (Course) | Institute BIMDUR ROAD, DHAKA**
6 Months duration
- **B.S.S (2nd Year Running) | Sher-e-Bangla Degree College**
Present
Board/University: National University, Dhaka; Group: Pass Course; Year: Ongoing 2nd Year
- **H.S.C | Sher-e-Bangla Degree College**
Jessore
2020
Score: GPA 3.83
Group: Humanities; Board: Jessore
- **S.S.C | Chitalmari S.M. Model Govt. High School**
2018
Score: GPA 3.50
Group: Humanities; Board: Jessore

COURSES & CERTIFICATIONS

- **CDP | BIMDUR**
DHAKA
ongoing

ACTIVITIES

- **Member | Village Defence Party (VDP)**
Completed arms training under Bangladesh Defence Program (BDP)