

*CURRICULUM VITAE*  
**Of**  
**AKHI AKTER**  
BMDC Reg. No: D-34524



Mailing Address:

C/O: Md.Anowar Hossain  
Vill- Digolbaid, PO- Asra,  
PS- Madhupur, Dist-Tangail.  
Cell- +8801868-640379  
E-mail: [akhinura086@gmail.com](mailto:akhinura086@gmail.com)

**Career Objective:**

To work in a dynamic position which will provide me an opportunity to utilize & develop my creativity, capability, skill and qualification to face the challenges of the day.

**Career Summary**

I am a punctual, honest, responsible and hard working person. I have a good working experience in hospital. I have the ability to manage all emergency & outdoor patient. I have good counseling ability about all kind of health related problem. I have good Co-operative & Co-ordination Skills.

**Academic Credentials:**

**Diploma in Medical Faculty (DMF)**

- Institution : Professor Sohrab Medical Assistant Training School, Tangail.
- Group : MATS
- Result : Passed
- Year of Passing : December- 2022
- Board Name : The State Medical Faculty of Bangladesh.

**Secondary School Certificate (SSC)**

- Institution : Aushnara High School
- Group : Science
- Result : GPA- 4.89 (out of 5)
- Year of Passing : 2015
- Board Name : Dhaka.

**Training summary:**

| Training Title | Major Topic                    | Institute Name                           | Location         | Duration  |
|----------------|--------------------------------|------------------------------------------|------------------|-----------|
| Internship     | Medicine, Gynecology, Surgery. | 250 Bedded General Hospital, Tangail     | Tangail          | 09 Months |
| Internship     | Indoor, Outdoor, Emergency.    | Upazila Health Complex, Basail, Tangail. | Basail, Tangail. | 03 Months |

**Language Proficiency :**

- Good command over Reading, Writing, Listening, and Speaking both English & Bengali.
- E-mail & internet Communication.

### **Personal Details :**

Name : Akhi Akter  
Father's Name : Md. Anowar Hossain  
Mother's Name : Esmatara Begum  
Permanent : Vill- Digolbaid, PO- Asra,  
PS- Madhupur, Dist-Tangail.  
Mailing Address : Vill- Digolbaid, PO- Asra,  
PS- Madhupur, Dist-Tangail.  
Date of Birth : 25 February 2000  
Nationality : Bangladeshi (By Birth)  
National ID : 1965583873  
Blood Group : B (+)  
Marital Status : Single  
Religion : Islam  
Gender : Female  
Height : 5'1"  
Weight : 50 Kg

### **Experience**

| SL No | Organization Name  | Jobs Designation  | Jobs Location | Duration   |          |
|-------|--------------------|-------------------|---------------|------------|----------|
|       |                    |                   |               | From       | To       |
| 01    | Sonia Nursing Home | Medical Assistant | Tangail       | 01-08-2024 | Till Now |

### **Duties/Responsibilities:**

- ❖ Emergency Patient Management
- ❖ Outdoor Patient Management.
- ❖ Treatment of IDU (Injected Drug User) Patients.
- ❖ Motivating of critical or IDU (Injected Drug User) patients.
- ❖ Emergency Health Service Against (Covid-19)

### **Declaration:**

I hereby, declare that the above statement in the curriculum vitae is true, complete and correct

*Akhi Akter*  
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Signature