

RESUME

SUMYA KHATUN

Medical Assistant

Phone: +8801516309680



Career Objective:

Dedicated and compassionate health care professional with vast experience providing medical assistance. To obtain a position in the healthcare industry to utilize my knowledge of patient care and medical terminology.

Medical Skills

- Patient tracking and scheduling
- Administering prescribed medications.
- Record detailed medical histories, monitor heart rate and blood pressure.
- Well, known about skin disease & gynecology
- Patient care planning, appointment scheduling.
- Assisting with medical procedures
- General nursing, Blood Sample collection.

Internship Completion:

500 Bedded Kurmitola General Hospital, Kurmitola, Dhaka.

- Institute : Aero Medical Institute, Bangladesh Air Force, Dhaka
- Duration : Medicine 04 (four) Months, Surgery 04 (four) Months, Gynae & obs 04 (four)
- Total : 01 (one) year.

Education Qualification:

Exam Title	Group/Major	Board	Result	Passing Year
Diploma in Medical Assistant Training School (MATS)	Medical Assistant	The State Medical Faculty of Bangladesh	Passed	2023 Duration : 4 years
SSC	Science	Dhaka	5.00	2016

Special Skills :

- Computer Literacy in Office Application (Microsoft Word, Excel, PowerPoint) & Internet Browsing, Downloading.
- Operating System Installation
- Working Operating System: Microsoft Windows XP, Windows 7, Windows 10.

Language & Communication Efficiency :

- Good command over reading, Writing, Listening and speaking both English & Bengali.

Personal Details :

Name	: Sumya Khatun
Father's Name	: Saiful Islam
Mother's Name	: Salma Begum
Permanent Address	: Vill- Motbari, Post: Ambaria P.S: Dhanbari, Dist: Tangail.
Present Address	: Vill: Dhanbari, Post: Dhanbari-1997 P.S: Dhanbari, Dist: Tangail.
Date of Birth	: 04/03/2000
Marital Status	: Married
Religion	: Islam
Sex	: Female
Nationality	: Bangladeshi (By birth)
Height	: 5'4''
Weight	: 70 kg
NID	: 7364064340
Blood Group	: B +

Declaration:

I hereby, Declare that the above statement in the curriculum vitae is true, Complete and correct.

Signature



Sumya Khatun

Date: