



Md. Sulaiman

Bangladesh Medical & Dental Registered Health Care Professional



Address: Village: Sholakipara, Post Office:

Deupara, Police Station: Ghatail, District: Tangail.



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Career Objective:

To work in a responsible position in a well reputed national or multinational organization requiring an environment with the opportunity of self-improvement in both individual and group based work that will ultimately lead to the future development of the organization.

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 patients.
- ✓ I have good counseling ability about all kind of health related problem.
- ✓ I have a better communication skill with all physicians, patients and my colleague.

Academic Credentials:

Diploma in Medical Faculty (DMF)

Institute Name : Govt. Medical Assistant

Training School, Tangail.

Group/Subject : MATS

Result : Passed

Year of Passing : December- 2017

Board : The State Medical Faculty of Bangladesh.

Secondary School Certificate (SSC)

Institute Name : Deupara Baharunnesa Dakhil Madrasah

Group/Subject : Science

Result : GPA- 4.50 (out of 5)

Year of Passing : 2012

Board : Madrasah

Employment History:

SL No	Organization Name	Jobs Designation	Jobs Location	Duration	
				From	To
01	National Polymer Group	Medical Assistant	Bhaluka, Mymensingh	12-09-2023	Still Now
02	Radiance Group	Medical Assistant	Khejurbagan, Ashulia, Dhaka	11-09-2021	28-06-2023
03	Sim Group	Medical Assistant	Rupganj, Narawanganj	09-05-2020	26-07-2021
04	Health Care Nursing Home	Medical Assistant	Sokhipur, Tangail	01-07-2019	01-04-2020

Duties/Responsibilities:

- Lead a Medical team in terms of planning, community case management, medication, and educate families on home based management of patients, refer patients to appropriate facilities as necessary
- Provided Primary health care of program target union people.
- Arranged Satellite, Static clinic and health camp at field level.
- Arranged regular training of Health Volunteer.
- Arranged Court yard and Nutrition meetings.
- Supervision of health volunteer at field level.
- Distribute supplied drug to the targeted union population
- Ensured quality triage activities, detecting incoming emergencies, in order to prioritize the provision of medical care to the most severe cases.
- Provided hands-on care to patients by administering medications, managing intravenous lines, observing and monitoring patients' conditions, maintaining records and communicating with doctors. Direction and supervision to nurse aides.
- Compile daily tally sheet and collect disease report from MD and MA.
- Weekly and monthly inventory.
- To manage outdoor and indoor patient under consultant.
- To follow up all admitted patient with maintain all investigation.
- Assist to the medical during OT.
- Assist government to adopt a surveillance mechanism for tracing suspected COVID patients and support to maintain MIS.

Internship:

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

Training / Workshop Summary:

Training Title	Topic	Venue	Year	Duration
EPI	Expend Immunization Program	Upazila Health Complex,WHO	2020	1 Day
Triage	Assessment, Field Triage, Emergency Triage, Obstetrical Triage	ISCG,IRC	2020	1 Day
Foundation Training	Medical Referral Pathway of Refugee crisis due to Govt. Rules. Humanitarian Standard	IRC, BD	2020	02 Days
Emergency Referral Hub Core Concepts & Foundation training	1. Humanitarian principles 2. Basic first aid and mobilization. 3. Personal safety awareness and risk assessment. 4. Infection prevention and control. 5. Protection essentials- Child protection and GBV. 6. Psychological First Aid	IRC, BD	2020	04 Days
Diarrheal Disease	Global Health E-Learning Center	Bangladesh	2020	1 day

Personal Qualification:

Certification	Institute	Location	From	to
BMDC Regi. NO. D-18288	Bangladesh Medical & Dental Council	Dhaka, Bangladesh	29-11-2020	28-11-2025

Personal Information:

Name : Md. Sulaiman
Father's Name : Md. Tara Mia
Mother's Name : Sukuri Begum
Present Address : Village : sholakipara, Post Office : Deupara,
Police Station : Ghatail, District :Tangail
Permanent Address : As Above
Date of Birth : 14-06-1996
Religion : Islam
Nationality : Bangladeshi
Marital Status : Married
Gender : Male
Blood Group : O+
Height : 5' 2"
Weight : 58 kg

Career and Application Information:

Looking For	:	Entry Level Job
Avaitable For	:	Full Time
Preferred Job Category	:	NGO/Development
Preferred District	:	Anywhere in Bangladesh
Preferred Organization Tyeps	:	NGO/Development/Agency, Hospital, Power

Language Proficiency:

- Bangla : Good communication skill in listening , reading, speaking and writing.
- English : Good communication skill in listening , reading, speaking and writing.

Computer Literacy:

- MS-Office : Word 7, Word -10
- Spreadsheet Analysis : MS-Excel
- Internet : Browsing etc.

Extra-Curricular Activities:

- Statistical analysis about medical data on a weekly/monthly basis
- Medical Related Volunteer work and Community Service.
- Managerial capacity on stressful moment - Conference attended
- Clear concept about case presentation.
- Good Presentation and Communicator.
- Team Bonding

Reference:

Dr. Md. Rashedul Hasan

MBBS , BCS (Health)

FCPS (Medicine)

Assistant Professor (Medicine)

Sheikh Hasina Medical College Hospital, Tangail.

Mobile: 01711-026014

Md. Ariful Islam

: CPI (Communitypartners International) : Health
Outreach Programme Manager : Ukhiya, cox's
Bazar

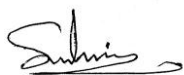
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Declaration:

I hereby, declare that the above information is true and correct to the best of my knowledge.

Signature



Md. Sulaiman