

RESUME OF BARNIK PAUL

Barnik Paul

Mailing Address:

C/O: Swapna Paul.

Karmodha, Fenchuganj, Sylhet.

Cell: +8801640026103, +8801718159398

Email: Barnikpaul20@gmail.com

BMDC Reg. No. – D-11108



Career Objective:

To find a challenging position to meet my competencies, capabilities, skills. Perform a variety of administrative and clinical tasks to help provide care to patients, support physicians and keep office operations running smoothly. A strong objectives statement is essential if you are seeking employment in this challenging and multifaceted position.

Career Summary:

1. I am a punctual, responsible, self-confident & hard-working person.
2. I have working experience in multicultural and multidisciplinary organization.
3. I also have experience about how to supervise the staff and monitor the beneficiary condition by able and willing to walk in poor weather condition, both hot and rain.
4. I have a good counseling ability about all kind of health-related problem.
5. I always prepared to participate as needed to my team.
6. Assist field facilitators to increase knowledge and practice on health-related issues of the population in the target area through management committee of organization.
7. Improve capacity of health service providers in the community to deliver basic quality health and health services to the patients attending in the service point.

Employment History:

1 Medical Assistant (2 August, 2025 - Present)

Inclusive Eye Hospital,

Pathanpara, Shibbari, Sylhet.

Duties/Responsibilities:

Patient intake: Gathering patient history and performing initial vision screenings.

Administering tests: Assisting with or performing tests like visual acuity, color vision, and other diagnostic eye tests.

Assisting with procedures: Helping ophthalmologists and optometrists during exams and minor procedures.

Patient education: Providing patients with information on eye health and instructions for at-home care.

2. Sub Assistant Community Medical Officer (02 January, 2021 – 10 November, 2024)

The Fenchuganj Diagnostic Center, Fenchuganj
Road, Fenchuganj, Sylhet.

Area of Expertise: Hospital
and Diagnostics.

Duties/Responsibilities:

Sub Assistant Community Medical Officer will be responsible for the health center to ensure the quality of health care under the supervision of the Residential Medical Officer. Support and supervision of Health assistant. Report writing and overall management in the health center. Perform diagnosis and treatment of the patient in the medical center at outdoor basis. Give individual health education related to the patient's disease. Ensure patient confidentiality with respect and dignity. Record keeping like patients, drugs and medicine cost in the register books. Refer all lifesaving and emergency cases to the nearest Govt. hospital. Organize and participate actively in the health camping activities in the community. Responsible for the proper use and maintenance of assigned equipment and drugs. Prepare monthly report, maintain all patient's registers, monthly planner and performance book. Any other tasks assigned by supervisor and the authority.

2. Medical Assistant (20 January 2018 - 20 December 2020)

RTM International

Job Location: FDMN Camp 17, Balukhali-2, Ukhiya, Cox's Bazar Project: ESP,
Support by UNICEF

Duties/Responsibilities:

Improving Health status of Rohingya refugees from Myanmar by strengthening Accessibility and Availability of Quality Health Services. To diagnose and treat patients in the outpatient department in accordance with RTMI protocols. To assist with triaging patients in the waiting area according to any time. Provide medical care in emergencies anywhere in the clinic at any time. To take responsibility for inpatients afterhours and on weekends which involves daily ward round, close, monitoring of sick patients, admission and discharge, as well as seeing and treating emergency patients that present to the clinic. To be on alert and inform the Medical Team leader MTL expat team of any notifiable diseases, outbreaks or other health hazards. To participate as needed in the multidisciplinary care of HIV, TB patients psychiatric care and SGBV. To perform all activities in a manner that demonstrates respect for the individual and maintains confidentiality of information relating to patients. To assist in other healthcare and emergency response activities in and outside the clinic as requested.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas. Year
Diploma in Medical Faculty (DMF)	Medical Science	Sylhet Medical Training School	Pass	2014
SSC (Science)	Science	P.P.M High School, Fenchuganj, Sylhet	Gpa- 3.75/5.00	2011

Specialization:

Field of Specialization	Description
• Emergency Preparedness. • Object Oriented Programming. • Supervision • Training & Development • Event/ Campaign Coordination • Project Planning • Staff Correspondent • Monitoring • Active Reports	• Strengthen Monitoring and Coordination: Lead and participate in monthly coordination meetings with the core team and government officials to enhance supervision and monitoring of project mechanisms. • Improve Capacity and Skills: Provide comprehensive training, orientation, and hands-on skill development sessions for service providers and management committees to boost knowledge and performance. • Enhance Service Engagement: Facilitate the participation of relevant Health and Family Planning Officials in Management Committee meetings to strengthen and improve the referral system services. • Ensure Quality through Collaboration: Maintain active liaison with government agencies and other NGOs to support the effective functioning and ensure the high quality of established services. • Manage Information and Communication: Document project progress, learning, and practices, and prepare all required periodic reports. Furthermore, ensure effective, priority-based team communication across all departments.

Extra Curricular Activities:

Ability to Work with Windows 7, Windows 8.

Expert in operating MS Office programs and Excel and Power Point. Internet browsing.

Preparation, editing and presentation of multimedia projector.

Have a good knowledge on SPSS analysis.

Member of SHANDHANI Blood Donation Society.

Experienced in organizing and arranging many cultural program

Language Proficiency:

Language	Reading	Writing	Speaking
Bangle	High	High	High
English	Medium	Medium	Medium
Rohingya (Myanmar)	Low	Low	Medium

Personal Details :

Father's Name : Late Beni Madhab Paul

Mother's Name : Swapna Paul

Permanent Address : Karmodha, F.F.Factory-3117, Fenchugonj, Sylhet

Current Location : Karmodha, F.F.Factory-3117, Fenchugonj, Sylhet

Marital Status : Unmarried

Gender : Male

Date of Birth : July 10, 1994

Nationality : Bangladeshi by Birth.

Religion : Hindu

Blood Group : A+

NID No : 19949113571000245

Reference :**Reference: 01**

Name: Dr Rashedul Haque (Rashed)

Organization: Upazila Health & Family Planning Officer

Designation: Upazila Health Complex,

Address: Fenchuganj, Sylhet.

Mobile: 01721594141

E-Mail: dr.jkpaul87@gmail.com

Reference: 02

Name: Dr Jibon Kumer Paul

Organization: North East Medical College

Designation: Associate Professor

Address: South Surma, Sylhet

Mobile: 01721040621/01911374613