

RESUME OF POLI RANY

Present Address >

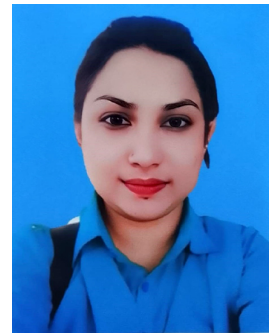
C/O: Ramjit

Vill: Masterpara, Post: Gaibandha-5700

Upazilla: Gaibandha Sadar, Dist: Gaibandha.

Cell: +8801750-658084

Email: koyelbasakkoyelbasak@gmail.com



Career Objective

To develop myself as an honest, Hardworking and devoted personal where I can contribute my experience and knowledge for the improvement of the organization from which I can development my professional skill, knowledge and find my growth path of professional career.

Educational Qualification

❖ Community Paramedics

University : Bangladesh Nursing and Midwifery Council

Institute : Hasna Hena Community Paramedic Institute, Gaibandha.

Result : Pass

Passing Year : 2023

❖ Higher Secondary Certificate (H.S.C)

Board : Bangladesh Open University

Institute : Gaibandha Adarsha College, Gaibandha.

Group : Humanities

Result : 2.14 (Out of 5.00)

Passing Year : 2023

❖ Secondary School Certificate (S.S.C)

Board : Bangladesh Open University

Institute : Gaibandha Nizamuddin High School, Gaibandha.

Group : Humanities

Result : 3.00 (Out of 5.00)

Passing Year : 2021

Language

Language	Oral	Read	Write
Bengali	Excellent	Excellent	Excellent
English	Medium	Medium	Medium

Computer Skills

- Microsoft Office (MS Word, Excel and Access)
- Internet Browsing (Web Research, Email, Data Entry)

Job Experience

- Name of Organization : Gaibandha Hasna Hena Nursing College
- Job Location : Gaibandha
- Designation : Junior Nursing and Midwifery
- Duration : 2 Years
- Reasonability : Blood Sample Collect, ECG Expert

Hospital Management

- Managing medicine inventory, stock and expiry date monitoring.
- Maintaining patient files, registers and reports.
- Assisting doctors in outdoor, Indoor and Emergency departments.
- Knowledge of infection control and biomedical waste management protocols.

Soft Skills

- Excellent patient communication and empathy.
- Strong teamwork and collaboration skills.
- Ability to remain calm and make decisions under pressure.
- Punctual, responsible and committed to duties.

Technical Skills

- Proficient in MS Word and MS Excel.
- Experienced in hospital software data entry and record management.

Personal Information

- Name : Poli Rany
- Father's Name : Ramjit
- Mother's Name : Chameli Rani
- Present Address : Vill: Masterpara, Post: Gaibandha-5700
Upazilla: Gaibandha Sadar, Dist: Gaibandha.
- Permanent Address : Vill: Masterpara, Post: Gaibandha-5700
Upazilla: Gaibandha Sadar, Dist: Gaibandha.
- Date of Birth : 28 September 1997
- Gender : Female
- Blood Group : O (+ve)
- Marital Status : Married
- Religion : Sonatan
- Nationality : Bangladeshi
- NID No : 1026785905

Declaration

I hereby declare that all the information provided above is true & correct to the best of my knowledge any information if found false, my candidature will be liable to be dismissed.

Signature:

Poli Rany

(Poli Rany)