

Resume of Joy shil

Contact:

Address: East marongloa, Ramu, cox's Bazar

Mobile: 01827424912

BMDC No: D- 33800

Email : joysil912@gmail.Com



Carrier Objective:

1. Hard woking medical professional, pays Attention to details, crusader of clinical governance, with excellent interpersonal and time management skills, seeking further training and experience in a reputed hospital.
2. To be part a work culture that provides me the opportunity to put my skills to its best use and in turn assist me in my personal development.

Academic Qualification:

Name of Degree	Institute	Board / university	Group	Result	Passing year
Diploma in Medical Faculty (DMF)	Chittagong Medical Assistant Training School	The State Medical Faculty of Bangladesh	MATS	Passed	June 2023
HSC	Chattagram Biggan college	Chattagram	Science	3.67 (out of 5)	2016
SSC	Ramu khizaree govt. high school	Chattagram	Science	4.00 (out of 5)	2014

Professional Experience :

November 2024- july 2025

9 month Medical assistant internship of Khagrachari Sadar Hospital, Khagrachari

- Executed diverse administrative tasks, including communicating with patients through phone and email, scheduling appointments, and managing medical records and documents.
- Assisted in patient assessment by collecting vital signs such as blood pressure, pulse, and temperature, ensuring cleanliness and sanitation in examination rooms.
- Offered valuable advice and support to patients on various diseases, disorders, generals healthcare and treatment options.
- Recognized as intern of the month for exceptional performance.

November 2024-january 2026

3 month Medical assistant intern of Upazila Health Complex, Naikhongchari, Bandarban Hill District

- Performed front office duties, including scheduling appointments, verifying insurance eligibility and managing patient check-in / check-out processes.
- Record, manage and update patient information and medical histories in accordance with HIPAA regulations.

15 december 2022 – 14 march 2023

3 month pre-intern of Dhaka Medical College Hospital, Dhaka

- Take and monitor vital signs for up wards of 60 patients a day.
- Prep patient for exams and medical procedures.
- Successfully provided assistance with patient examinations and treatments at a busy

Skills/ Abilities/knowledge :

- Inventory and supply management
- Medical terminology
- Interpersonal communication
- Emergency/urgent care
- Clinical round
- Minor surgery
- Advance anatomy knowledge
- Time management
- Data analysis
- Team collaboration
- Critical thinking
- Internet savvy

Personal information :

Name	: Joy shil
Father's name	: Late Sunil Chandra Shill
Mother's name	: Lucky shil
Date of Birth	: 18/07/1998
Nationality	: Bangladeshi
Religious	: Hindu
Blood group	: O+
Religious	: Hindu
Marital status	: Single
NID	: 5553571570
Present address	: East marongloa, Ramu, Cox's Bazar.
Permanent address	: East marongloa, Ramu, Cox's Bazar.

Language proficiency :

- Bangali : Excellent
- English : As an international language capable of reading, writing, communicating effectively.

Computer Literacy :

MS word, MS Excel, MS power point & Internet Browsing and Maililng Communication etc.

Declaration :

I do thereby declare that above-mentioned information is true & correct.

Joy shil

Signature