

CURRICULUM VITAE



Alok Kumar Roy

DMF/ Medical Assistant.

BM&DC Reg: D 32628

Contact

 **01631288778**

 **alokroy064@gmail.com**

 Momenbag, Puranbazar, Chandpur

Personal Info:

- **Father's Name:** Uttam Kumar Roy
- **Mother's Name:** Shilpi Rani Roy
- **Date Of Birth:** 01 Jan 2001
- **Gender :** Male
- **Religion:** Hinduism
- **NID:** 3761490246
- **Marital Status:** Unmarried
- **Nationality :** Bangladeshi
- **Language:** Bangla, English
- **Present Add:** Momenbag, Puran Bazar, Chandpur
- **Permanent Add:** Karaitali, Faridgonj, Chandpur

Summary

Motivated Medical Assistant with hands-on experience in clinical support, patient assessment, medication assistance, and healthcare documentation. Capable of working efficiently in fast-paced medical environments while ensuring patient safety and professional service delivery.

ACADEMIC QUALIFICATION

QUALIFICATION	UNIVERSITY/ BOARD	YEAR	PER %
SSC (Science)	Cumilla	2017	GPA:4.95
HSC (Science) Chandpur Govt. College	Cumilla	2019	GPA: 4.42
DMF(Diploma in Medical Faculty) Cumilla Govt. MATS	The State Medical Faculty of Bangladesh	Dec 2022	Passed

Internship

Cumilla General Hospital (Intern DMF)	9 Months
Upazila Health Complex, Meghna , Cumilla (Honorary SACMO)	3 Motnhs

WORK EXPERIANCE

1. Medical Assistant at A One Hospital, Cumilla (2021-2022)
2. Medical Assistant at New Vision Hospital, Cumilla (2023-2024)
3. Chamber Practice at Matrichaya Healthcare And Medicine Point, Chandpur (2025- Running)

SKILLS

- Treatment of Primary Diseases
- Giving Injection and administering Medication
- Dressing, Removing Sutures
- Knowing how to measure vital signs
- Understanding medical terminology
- Listening with empathy
- Performing ECG (ECG and basic diagnostic support) , CPR
- First Aid Handling billing and answering phone calls
- Infection prevention and control (IPC)
- Community health awareness activities
- Strong communication and counseling skills
- Medical documentation and reporting

Other Qualification

Basic knowledge of computer, Internet Browsing, Telecommunications.

DECLARATION

I hereby declared that the above information given by me is true to best of my Knowledge

Alok Kumar Roy

Date: