

Md. Mosharaf Hossain

BM&DC Reg: No. D-9249

Address: Habirbari, Seedstore, Bhaluka, Bhaluka, Mymensingh 2240
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Career Objective:

A competent Medical Assistant skilled in Management system & Clinic Administrative Tools With Proven communication and Teamwork Utilize Knowledge and skills to help the organization through Humanitarian Services that will advance the Healthcare goals

Career Summary:

Highly accomplished, hardworking medical assistant with over 09 years of experience working with critical care patients. Strong constitution and ability to work in high stress trauma centers. Excellent knowledge of medical procedures, record keeping activities and terminology. Awarded most hospitable medical assistant for a major medical establishment. Demonstrate a proven track record and ability to handle high volume workloads in both medical and administrative roles.

Special Qualification:

Registered in Bangladesh medical & dental council. Registration number: D9249 Capable to operate computer such as MS Word and MS Excel for report writing data entry, financial reporting and document.

Employment History:

2. Medical Assistant (20 November 2024 to till

now)

**Executive Woodworks Limited (A concern of
Meghna Executive Holdings)**

Dhonua, Sreepur, Gazipur-1740, Bangladesh

Duties/Responsibilities:

- ❖ **To receive patients and take history.**
- ❖ **Emergency patients management.**
- ❖ **Assist to medical officer.**
- ❖ **Training to first aider.**
- ❖ **Awareness training on garments worker & other staff eg: Injury, HIV/AIDs, Common Sickness, Communicable Disease, Covid-19, Pregnant Mother training etc.**
- ❖ **Prepare patients for examination by physical test.**
- ❖ **Maintain first aid box.**
- ❖ **Present on duty.**
- ❖ **Maintaining of all register eg: Injury, Medicine stock, Daily Patients, Sick Leave, Patients Referral etc.**
- ❖ **Maintain monthly basis report eg: Injury analysis & Investigation, Disease Analysis, Loss time calculation etc.**
- ❖ **Confirm purpose of visit provide preliminary treatment of the patients.**
- ❖ **Treated injury patients Stitch, Dressing and provide prescription necessary medicine.**

2. **Enrich health officer (10 August 2015 – 30 November 2023)**

Aspada Paribesh unnoyan foundation (Under PKSf)

Company Location: Habirbari, Bhaluka, Mymensingh

Department: Enrich program

Area of Expertise:

Health and Population sector, Nutrition Programme

Management (9.1 yrs)

Duties/Responsibilities:

- ❖ Lead the project team to carry out all the project activities towards achieving project s WASH.
- ❖ Health and Nutritional goal and objectives, 0 to 5 Year children growth monitoring.
- ❖ BMI, Supervise and guide all Project staffs of project to ensure the effective implementation of the project activities.
- ❖ Develop projects implementation plan PIM in close collaboration with the Unit Head project staffs.
- ❖ Provide technical supports on developing guidelines, training modules & materials, IECBCC materials for implanting project activities.
- ❖ Take the lead role for the projects activity monitoring and guide the monitoring personnel to carry out the monitoring accordingly and produce the report.
- ❖ Organize and facilitate projects different progress review meeting.
- ❖ Actively support, organize and participate in the local & national levels advocacy and lobby related meeting, workshop, seminar, conference and build communication with the counterparts from local national levels.
- ❖ Continuously facilitate and guide the respective project staffs for the fruitful implementation of the projects and also will track their performances.
- ❖ continuously document good practices, lessons learned, significant changes and cases along with quality photographs.
- ❖ Finance, administration and logistics management, Communication Visibility, M & E, Staff assessment etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Medical assistant training course (MATS)	Medical Science	The MATS	Pass	2013	4Years
SSC (Dakhil)	Science	Deopara Bahrunnesa Dakhil Madrasha	CGPA:4.69 out of 5	2009	10 Year

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Social Impact on Nutrition	Nutritional Support Service	Norwegian Agency for Exchange Cooperation (NOREC)	India, Combodia & Bangladesh	ASPADA Training Centre (Zoom Meeting)	2021	3 days
12 Keys family health practicing from Krousar Yoeung Association(KrY)	Children and Woman Nurtition	Norwegian Agency for Exchange Cooperation (NOREC)	India, Combodia & Bangladesh	ASPADA Training Centre (Zoom Meeting)	2021	3 Days
Training of trainer	1. Health and Nutrition 2. Antenatal care and postnatal care 3. Daily and monthly reporting and covid-19	PKSF	Bangladesh	Online	2020	2 Days
Health and nutrition Training	Health, ANC, PNC & Nutrition	PKSF	Bangladesh	Agargon, PKSF Bhaban	2018	2 Days
Internship	Internship on Indoor Department Outdoor Department Emergency Department as a Medical Assistant	Kalihati upazilla health complex	Bangladesh	Kalihati	2014	03 Months
Internship	Internship on Indoor Department Outdoor Department Emergency Department as a Medical Assistant	200 Badded Gazipur genaral Hospital, Gazipur	Bangladesh	Gazipur, Dhaka	2013	09 Months

Professional Qualification:

Certification	Institute	Location	From	To
Enrich Health officer	Aspada Paribesh Unnayan foundation	Bhaluka, Mymensingh	August 9, 2015	August 8, 2023

Career and Application Information:

Looking For : Top Level Job
Available For : Full Time
Preferred Job Category : Garments/ Textile, Medical/Pharma, NGO/Development, Other Special
Preferred Location : Skilled Jobs
Preferred Location : Anywhere in Bangladesh
Preferred Organization Types : NGO, Textile

Specialization:

Description
To receive patient and take history, First aid management, To emergency patients management, STI, RTI Management, Report registered proper maintaining.

Extra Curricular Activities:

1.Statistical analysis about medical data on weekly /monthly basis. 2.Medical related volunteer work & community service. 3.Managerial capacity on stressful moment. 4.Clear concept about case presentation. 5. Good knowledge computer science.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangali	High	High	High
English	High	Medium	Medium

Personal Details:

Father's Name : Md. Abubakar Miah
Mother's Name : Monowara Begum
Date of Birth : November 9, 1994
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village: Betdoba, Kalihati, Kalihati, Tangail 1970
Current Location : Seedstore, Bhaluka, Mymensingh

Reference (s):

1. Dr. Sazzad Hossen
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