

ABDUS SALAM

Medical Assistant

BM&DC REG-D-32275

Call :01742303834,01719485102

Email:smsalam387@gmail.com

**Career Objective:**

I want to work in a challenging, dynamic and disciplined job environment to enrich my Professional skill, Competency and level of expertise knowledge by working under capacity management being devoted and committed to work.

Employment History:(Total Experience 2 years 4 months)

Organization	Navy Hosiery Ltd. (PLOT NO: A-2,A-3,BSCIC, I/A, ENAYETNAGAR, FATULLAH-1420) NARAYANGANJ.
Position	Medical Assistant
Duration	10 th February 2025 to Till now

Employment History:

Organization	Puls Hospital and clinic (Domar ,Nilphamari,Rangpur)
Position	Medical Assistant
Duration	1 st January 2024 to 2 nd February 2025

Duties/Responsibilities:

- Provide First aid Treatment
- Compounding & Dispensing Medicine
- Check-up First Aid Box.
- Maintain Accidental Register Book.
- Maintain Maternity Check List Register Book. (ANC & PNC)
- Maintain Medicine in out & Stock Register Book
- Arrange Small Surgery Like- Needle Injury, Burn Dressing & Cut Injury.
- Maintain to the Provide Training to the first Aid how to provide first aid treatment.
- Prepare Medicine requisition & Collect Medicine.
- Provide Necessary Counseling the pregnant worker.
- Any other responsibilities assign by senior management.
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***Academic Qualification:**

Exam Title	Diploma in Medical Faculty (DMF)
Name of Institute	Government MATS, Tangail
Passing year	Dec-2021
Result	Pass
Durations	4 Years (3 Years Academic + 1 year Internship)
Board	The state medical Faculty of Bangladesh

Higher Secondary Certificate (H.S.C)

Name of Institute	Dharer Bari Muslim High School & Collage, Tangail
Passing Year	2021
Group	Humanities
Result	GPA-5.00(Out of 5.00)
Board	Dhaka

Secondary School Certificate (S.S.C)

Name of Institute	Sonaray High School, Domar, Nilphamari
Passing Year	2018
Group	Science
Result	GPA-5.00(Out of 4.83.00)
Board	Dinajpur

INTENRNSHIP TRAINING (Medical Assistant)

Institute	Major Topic	Duration
Tangail 250 bed District Hospital	Medicine, Surgery, Orthopedics, Pediatrics *Gynecology, Obstetrics, Emergency	9 Month
Madhupur 100 bedded Upazila Health Complex	Indoor, Outdoor & Emergency	3 Month

Extra-Curricular Activities:

- a) Accountability
- b) Leadership
- c) Client Orientation
- d) Management Skill
- e) Continues Learning
- f) Medical & Nursing Care
- g) Monitoring & Evaluation
- h) OT Management
- a) Patients Manag

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name	:	Abdul Khalek
Mother's Name	:	Rabeya Begum
Date of Birth	:	10 June 2002
Gender	:	Male
Height (Meter)	:	1.62
Weight (Kg)	:	60
Marital Status	:	Married
Nationality	:	Banglade shi
Religion	:	Islam
Blood Group	:	O+

Current Address

Enayet Nagar,Fatullah, Narayanganj.

Permanet Address

Village: Sonaray, Post: Sonaray, Thana: Domar, District: Niphamari

Reference

Md.Mizanur Rahman
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