



RESUME

PERSONAL DETAIL

-  Shopna Begum
-  +8801782368140
-  drshopnabegum@gmail.com
-  House No: 06, Jalalabad, Sylhet.
-  June 02, 2000
-  Female
-  Bangladeshi
-  Married
-  facebook.com/share/19rzbHzaqm/

SKILLS

- MS Office
- Email & Internet Usage
- Communication
- Convincing skills
- General Patient Care
- Vaccination Programs
- Health Education
- EPI Vaccination
- Patient Follow-up

PROFILE

Aiming to be employed with challenging responsibilities and to build up a career in a leading organization where honesty, sincerity, performance, skill, and creativity are the criteria for one's appraisal and recognition. I have registration (Reg No: 52131) and I am a Certified Medical Assistant with expertise in emergency medical, administrative, and humanitarian services.

EDUCATION

- 2018 **DMF (Medical Assistant)**
RTM International MATS, Sylhet
 - Passed Sate Medical Faculty, Bangladeshl
- 2019 **HSC**
Mainuddin Adorsha Girls College
 - 2.58 Sylhet Board
- 2017 **SSC**
Rajar Gaon High School, Shiber Bazar
 - 3.77 Sylhet Board

WORK EXPERIENCE

- MATS Course Co-ordinator and General Practitioner** 2023 - 2024
RTMI-HRDC, TBGate, Shahi-Eidgah, Sylhet.
 - General patient treatment and follow-up.
 - Advising on family planning, EPI, T.T, ANC & PNC, communicable and non-communicable diseases.
 - Performing EPI & TT vaccination programs.
 - Infection prevention practices.
 - Staff development and HR coordination.
 - Database management.
 - Conducted health education sessions focusing on family planning, antenatal and postnatal care, and communicable disease prevention.

- Staff Coordination
- Medical Dispensary Management
- Family Planning Advice
- Public Health Awareness

LANGUAGES

- Bengali
- English
- Sylheti
- Hindi

HOBBIES

- Travelling
- Gardening
- Book Reading
- Photography
- Singing

QUALITIES

- Teamwork
- Leadership
- Time Management

INTERNSHIPS

250 Bed General Hospital, Moulvibazar

9 Month Internship

50 Bed Upazila Health Complex, Dowarabazar, Sunamganj.

3 Month Internship

REFERENCE

Dr. S M Faridul Islam Latif

Director, RTMI-HRDC, Sylhet

Phone: +8801711-075864

Dr. Mohammed Iqbal Ahmed

MBBS (Dhaka), MD (Cardiology)

Medicine & Heart Specialist.

Phone: +8801743-259310

Dr. A K M Kamruzzaman

MBBS (SOMC), BCS (Health),

FCPS (Paediatrics)

Sylhet MAG Osmani Medical College Hospital

Phone: +8801710-209905