



Tapu Kumar Shil

Contact

+8801568023305

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Bhuvenshwar Das, BS-500, Katabotgach Mor, Commerce College Road, Chattogram

About Me

I am a motivated and responsible individual with a healthcare background and a strong interest in community support work. I value empathy, effective communication, and teamwork. I learn quickly, adapt easily, and remain calm during pressure or emergency situations. I can take leadership when needed and work smoothly with others. I enjoy supporting people, and my goal is to grow professionally while making a positive impact in the community.

Skills

1. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
2. Basic Database Management
3. Skilled in AI Tools and Digital Platforms
4. Digital Marketing and Social Media Management
5. Efficient Internet Research and Web Navigation
6. Strong Communication Skills in English, Bangla, and Hindi
7. Team Leadership and Collaborative Teamwork
8. Monitoring, Counseling, and Patient Support
9. Community Support and Care-Oriented Communication
10. Knowledge of Hospital Departments and Clinical Workflow
11. Emergency Case Handling and Ability to Work Under Pressure
12. Experience Working Across Multiple Hospital Departments During Internship Training

Education

Diploma in Medical Faculty

Session 2019-2020

- Result : Passed
- Department : Medical Assistant Training Course
- Institute : Chattogram Medical Assistant Training School.
- Board : The State Medical Faculty Of Bangladesh
- BMDC Registration : D-33663

H.S.C (HIGHER SECONDARY CERTIFICATE)

Session 2021-2022

- Result : GPA-3.58 out of 5.00
- Subject : Science
- Institute : Islamia College Chattogram
- Board : Chattogram
- Year : 2023

S.S.C (SECONDARY SCHOOL CERTIFICATE)

Session 2017-2018

- Result : GPA-4.44 out of 5.00
- Subject : Science
- Institute : Khaja Ajmeri High School.
- Board : Chattogram
- Year : 2019

Work experience

UPAZILA HEALTH COMPLEX, HATHAZARI, CHATTOGRAM

MEDICAL ASSISTANT/SACMO

Duration

03 (THREE) MONTHS FROM 15.08.2025 TO 15.11.2025

Department

INDOOR, OUTDOOR, EMERGENCY

MODERNIZED DISTRICT SADAR HOSPITAL KHAGRACHARI

Medical Assistant/SACMO

Duration

09 (NINE) MONTHS FROM 15.10.2024 TO 15.07.2025

Department

INDOOR, OUTDOOR, EMERGENCY, SURGERY, MEDICINE, PEDIATRIC, GYNAECOLOGY & OBSTETRIC

250 BEDDED GENERAL HOSPITAL, CHATTOGRAM

Medical Assistant/SACMO

Duration

~03 (THREE) MONTHS FROM 11.01.2024 TO 19.04.2024

Department

INDOOR, OUTDOOR, EMERGENCY, SURGERY, MEDICINE, PEDIATRIC, GYNAECOLOGY & OBSTETRIC, O.T, EYE, I.C.U, PATHOLOGY

Career Objective

To build a professional career in a dynamic and reputable organization that offers opportunities for growth, learning, and skill development. I aim to contribute positively to the success of the organization through dedication, responsibility, and strong work ethics. Seeking an environment where I can apply my abilities effectively, gain practical experience, and continuously improve my professional competencies. Committed to delivering quality work, maintaining integrity, and supporting organizational goals through teamwork and consistency.

PERSONAL DETAILS

1. **Father's name** : ARUN KUMAR SHIL
2. **Mother's name** : KRISHNA RANI SHIL
3. **Nationality** : BANGLADESHI
4. **Blood group** : O- (ve)
5. **Marital status** : SINGLE
6. **Religion** : HINDUISM
7. **National ID no** : 2421359692
8. **Date of Birth** : 20-02-2003
9. **Permanent Address** : Sen bari, Manikpur, Kanchanpur, Fatikchari

Hospital Internship & Clinical Training

1. To manage emergency, indoor, outdoor & OT assistant.
2. Prepares patients for examination physical tests, taking blood pressure, weight, temperature and reporting patient's history.
3. Medical checkup general examination before joining.
4. Advising the mother for her child healthy and nutrients food.
5. Ensure proper infection prevention procedure is maintained.
6. Provide primary healthcare services to the patients.

Reference

Dr. Ripple Bappi Chakma

Resident Medical Officer

Modernized District Sadar Hospital, Khagrachari

Phone : 01716802488

Dr. Nayan Moy Tripura

Senior Consultant of Orthopedic Surgery

Modernized District Sadar Hospital, Khagrachari

Phone : 01814160039


Signature