

RESUME OF



Fatema Rahman Sukhi

Mailing Address : Vill-Khailkur, Post-National University, P.S-Gazipur Sadar, District - Gazipur.

Contact No : 01989-064880

Email : fatemarahman923@gmail.com

Career Objective:

Want to serve in a responsible administrative position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

Professional Experience:

✓ Work as a Intern (Medical Assistant), Under Dhaka Medical College Hospital, From 01.01.2019 to 31.03.2019.

✓ Work as a Intern (Medical Assistant) Under Combined Medical Hospital (CMH), From 07.09.2019 to 11.06.2020

✓ Work as a Intern (Medical Assistant), Under Upozela Health Complex, Santhia, Pabna, From 07.07.2020 to 06.10.2020

✓ Work as a Medical Assistant Under VIP General Hospital, From 01.04.2021 to 01.11.2021, sherpur, Bogura. Work as a Medical Assistant Under Barman Health Care, From 01.12.2021 to 10.01.2023, Bogura.

Educational Qualification :

SSC, Science, GPA-4.56(Out of 5.00), Khailkur Badshah Miah Agrani Biddalaya, Boardbazar, Gazipur. Pass-2015.

Institute of Medical Assistant Training School

Diploma in Medical Assistant, Trauma. Pass-2019

HSC, Science, GPA-3.86(Out of 5.00) Bangladesh Open University, Gajipur, Dhaka. Pass-2023

Personal Skill:

- ✓ Energetic and capable to adopt ot in any new environment.
- ✓ Confident and good presentation skills.
- ✓ Ability to work both independently and as a member of any team.
- ✓ Enjoy working to meet the challenge with fast learning.
- ✓ Always expect to earn advancements,
- ✓ Unable to do night shift duty

Language Competencies:

- ✓ English - Fluent both in speaking and writing.
- ✓ Bangla-Mother tongue.

Computer Skill:

- ✓ Application software: Microsoft Office (MS Word, MS Excel, MS Power Point, Outlook Express).
- ✓ Internet & Others: E-mail, internet operations etc.
- ✓ General Knowledge about Quick Book and Easy Billing Accounting Software.

Interests:

- ✓ Socializing & interacting people of different cultures & communities.
- ✓ New technologies.

Reference:

Dr. Anusaya Ray,
MBBS(Sir Salimullah Medical (Collage)
FCPS (Haelth Gynae & OBS) BCS (Haelth Gynae & Obs).
Senior Consultant at upazila Health Complex. Sherpur. Bogura.

Personal Details:

Name : Fatema Rahman Sukhi

Hasband Name : Shamim Ahmed

Mother's Name : Mahmuda Rahman

Date of Birth : 24.03.1999

Nationality : Bangladeshi

Religion : Islam

Marital Status : Married

Sex : Female

Height : 5 Fit 2 Inch

Blood Group : B+

Nid No : 6004412422

Present Address : Vill-Khailkur, Post-National University, P.S-Gazipur Sadar, District - Gazipur.

Permanent Address: Do

Declaration:

I hereby declare the details mentioned above are my own and true to the best of my knowledge.

Fatema Rahman Sukhi

Date:13/05/2026