

KAZI RAYHAN SULTANA
Medical Assistant
BM&DC: D-33905



Personal Profile:

- Name : Kazi Rayhan Sultana
- Father's Name : Kazi Md. Omar Faruk
- Mother's Name : Rokeya Begum
- Date of Birth : 31 January 2002
- Nationality : Bangladeshi (by birth)
- Religion : Islam
- Gender : Female
- Marital Status : Married (Spouse Name: Md. Saiful Islam)
- National ID : 7358639743
- Blood Group : B⁺(ve)
- Mobile : 01866377435
- Email : kazimily143@gmail.com
- Present Address : Boatghat, Namapara, Khilket-1229, Dhaka.
- Permanent Address : Village:Porikot Post Office : Porikot, Postal Code:3863,
Upazila: Senbag, District: Noakhali, Division: Chittagong

Career Objective:

Seeking for a chance which will help me to utilize my skills & talents, this opportunity will give me a scope to improve operational ability and contribute to a successful organization.

Career Summary:

Humanitarian worker with the clinical experience of maternal, neonatal & child health, Nutrition, primary health care, emergency patient management, first aid management, basic life support & pediatrics advanced life support management, minor surgery, appropriate patient counseling, proficient in ms-office & internet browsing, competent enough to do teamwork, capability of decision making & conflict resolution skills, able to handle multiple tasks effectively under pressure in a stressful environment.

Core Competencies:

- Leadership
- Staff Monitoring
- Monitoring & Evaluation
- Professional Communication
- Medical Care
- Coordination
- Result & Quality Orientation
- Nutritional Care
- Nurse Care
- Documentation
- Team work

Academic Qualification:

Exam Tittle	Concentration/Major	Institute Name	Result	Passing Year
SSC	Science	Porikot High School	4.44	2018
HSC	Humanities	Jatir Janak Bongobondhu Sheikh Mujibar Rahman Govt. College	4.58	2020
DMF (Diploma In Medical Faculty)	Medical Assistant Training Course	Govt. Medical Assistant Training School, Tangail.	Pass	2022
BSS (Honours)	Socialwork	Tongi Govt. College, Gazipur	-	4 th year Running

Internship Training:

Training Title	Major Topic	Institute Name	Location	Duration
Internship	Gynecology, Medicine, Surgery.	250 Bedded General Hospital, Tangail.	Tangail.	09 Months
Internship	Outdoor, Indoor & Emergency	Upazila Health Complex, Senbag	Noakhali	03 Months

Computer Proficiency:

Training Title	Institution	Topic	Passing Year	Result	Duration	Board
Computer Office Application	TopSkySoft, Dhaka	MS- Word, MS-Excel, MS Power Point,	2018	Pass	03 Months	Technical Education Board, Dhaka

Experience:

SL No	Organization Name	Job's Designation	Job's Location	Duration	
				From	To
1	Asia Hospital	Medical Assistant	Sabalia, Tangail.	20/03/2023	18/07/2025
2	BARACA	Intern Social Worker	Tongi, Gazipur	29/07/2025	30/10/2025
3	Bangladesh Eye Hospital	Medical Technician	Banani, Dhaka	01-02-2026	Till Now

Communication Skill:

- Bengali: Fluent in reading, writing, listening & speaking.
- English: Fluent in reading, writing, listening & moderate in speaking.
- Claim myself to be a very convincing speaker.

Reference:

Goretti Ratna Perara Project Officer BARACA Female DIC Notunbazar, Tongi, Gazipur Phone: 01889977838 Email: gorettiratnaperara@yahoo.com	Dr. Md. Ahsan Habib Professor & Head of Division Colorectal Surgery Division Dhaka Medical College Phone: 01307228388 Email: drahsanhabib1306@gmail.com
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Declaration:

I acknowledge that the above information is true and correct to the best of my knowledge.



Kazi Rayhan Sultana