



MD FOYJUL ALAM

Certified Medical Assistant

Dedicated to Provide Perfect Emergency Medical, Administrative and Humanitarian Services

PROFESSIONAL SUMMARY

Healthcare professional in administration & EMS, looking to take next step in career progression. Past roles have helped build experience in healthcare regulatory compliance, clinical processes, public relations, budget and financial analysis, as well as employee and resource management. Have excelled in every prior position, producing results and growth that have exceeded expectations. Understand the role of a healthcare facility in local & refugee community, and have experience working in disaster place with civic leaders in public wellness initiatives.

CORE QUALIFICATIONS

- ◆ Emergency Medical and Humanitarian Services ◆ Human resources ◆ Relationship management
- ◆ Communication and listening skills ◆ Leadership ◆ Staff development ◆ Operations Management
- ◆ Acute Care Facility ◆ Budgeting and scheduling ◆ Logistics and coordination ◆ Database management
- ◆ Documentation and filing ◆ Hard-working Problem solving.

PERSONAL PROFILE

Full Name : MD FOYJUL ALAM
Date of Birth : 08-09-1996
Sex : Male
Nationality : Bangladeshi
Marital Status : Single
NID : 7799102939

ADDRESS & CONTACT

Vill : Gondhorbopur
P/O : Raniganj Bazar
P/S : Jagannathpur
Dist : Sunamganj
Phone : +880 1731 983219
E-mail : foyjulalam164@gmail.com

PROFESSIONAL EXPERIENCE

Sub assistant community medical officer (Honorary), Upazila health complex jagannathpur from 01.09.19
Intern DMF, Adhunik Sadar hospital Habiganj from 15.07.18-15.04.19
Intern DMF, Upazila health complex Jagannathpur from 28.05.19-29.08.19

HUMANITARIAN & VOLUNTARY WORK EXPERIENCE

- Ex Vice President, Duranta club, Raniganj
- Coordinator: Raniganj photography society
- Volunteer: Share for hopeless

EDUCATION (Professional)

Diploma of Medical Faculty (DMF)

Medicine & Surgery (3 Years Course + 1 Year Internee)

The State Medical Faculty of Bangladesh December 2017

EDUCATION (General)

HSC. Sylhet Board passing year: 2014 Point. GPA.4.31

SSC. Sylhet Board passing Year: 2012 Point.GPA.4.81

LICENSURES & CREDENTIALS

Obtained Diploma in Medical Assistant

National Life Care Medical Assistant Training School (MATS), Sylhet, Bangladesh.

Certified by The State Medical Faculty of Bangladesh. December 2017

COURSES, TRAINING

MEDICAL:

Internship

- Adhunik Sadar hospital, Habiganj.
- Upazila Health complex, Jagannathpur .

PUBLIC HEALTH & MANAGEMENT:

- Certificate course on Infection prevention control from PACIFIC OPEN LEARNING.NET.
- Adolescent health for field workers from BD SBCC
- Introduction to monitoring & Evaluation from BD SBCC
- Certificate course on Diarrheal disease from USAID JHONS HOPKING BLOOMBERG SCHOOL OF PUBLIC HEALTH.
- Designing HIV prevention program for key population From USAID JHONS HOPKING BL ME guideline for sex workers Men who have sex with men transgender population from GLOBAL HEALTH E LEARNING CENTER.
- HIV basic biology Epidemiology prevention from GLOBAL HEALTH E LEARNING CENTER.
- Diabetes in Healthcare from ROYAL COLLEGE OF NURSING UK.

NON-MEDICAL

Diploma in computer Science

Duration: 6 months

Institute: youth Development computer training institute.

PROFESSIONAL SKILLS

Medicine & Surgery

◆ Responded quickly to medical emergencies ◆ Accident and emergency (A&E) medicine experience. ◆ keeping up to date with the latest treatments, medicines and medical developments ◆ Experience of providing care to patients on hospital wards and outpatient department. ◆ Assisted in the operating theatres in surgical operations. ◆ A willingness to accept responsibility. ◆ Experience of working in a pressurized environment. ◆ Assessed healthcare needs ◆. Assessed patient condition through physical and verbal exams and by collecting information from witnesses. ◆ Assessing patients, providing emergency treatment and making diagnoses ◆ Monitoring and administering medication, pain relief and intravenous infusions ◆ Dressing wounds/injuries ◆ Using specialist equipment including ventilators and defibrillators ◆ Reading ECG ◆ Verifies patient information by interviewing patient; recording medical history. ◆ Promoted immunization on a national level & Refugees ◆ Administered and implemented all physician order accurately. ◆ Assisted patients in admitting and discharge of all patients. ◆ Maintained record of all nursing functions and provided update to it. ◆ Participated in various counseling sessions for health and emotional support to patients. ◆ Analyzed patient treatment plan and prioritized patient requirements. ◆ Monitored patient care plans and implemented as per facility requirements. ◆ Ensured compliance to all policies guidelines and procedures.

ADDITIONAL SKILLS

Computer:

- Medical programs & databases.
- Familiar with other Microsoft software and internet information servers

LANGUAGE

- Excellent oral and written communication skills in English, Bengali, Chittagong

REFERENCE

<ul style="list-style-type: none">• Dr. Saikul Islam Residential medical officer Upazila health complex jagannathpur. Phone: +880 1717 508256	<ul style="list-style-type: none">• Abdul Hakim Coordinator National Life Care Medical Assistant Training School. Phone: +880 1712 109527
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I hereby am stating that all Information mentioned above is absolutely correct with the best of my knowledge.

Signature:



(Md Foyjul Alam)

Date: