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## KAZI HEMAYETUL HUQ NAYEEM

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Dhaka, Bangladesh

Cell Phone: +880 1911864075

Email: knayeem31@gmail.com

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### CAREER OBJECTIVE

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My objective is to be able to work in a position where I am able to utilize my skills and abilities effectively, learning and growing with the company in the process.

To obtain a position in a professional office environment where my skills are valued and can benefit the organization.

Specially, to work in an entry level position in a dynamic healthcare setting that will utilize my comprehensive healthcare training, excellent communication skills and enthusiasm in learning new skills and adapting to new environments.

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### PERSONAL INFORMATION

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Name	Kazi Hemayetul Huq Nayeem
Father's Name	Kazi Zafar Iqbal
Mother's Name	Halima Akter
Date of Birth	30/10/1993
Height	5" 6
Blood group	AB <sup>+</sup> ve
Nationality	Bangladeshi
Religion	Muslim
Permanent Address	69, Iqbal Road, Baitipara, Khulna
Present Address	36/3, Shekhertek, Mohammadpur, Dhaka

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## WORK HISTORY

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| <b>06.2010 – 12.2012</b>  | <b>GALAXY PUBLICATIONS LTD</b> <ul style="list-style-type: none"><li>• Writer</li><li>• Senior Editor</li></ul>   |
| <b>03.2013 – 08.2013</b>  | <b>NATUNBARTA.COM</b> <ul style="list-style-type: none"><li>• Staff Reporter (Health &amp; Finance)</li><li>• Article Writer (Health &amp; Lifestyle)</li></ul> |
| <b>01.2016 – 03.2016</b>  | <b>BANGLADESH PHARMACEUTICALS (AYURVEDIC)</b> <ul style="list-style-type: none"><li>• Medical Representative Trainer</li></ul>                                  |
| <b>04.2016 – 09. 2016</b> | <b>SYNERGY SOLUTIONS</b> <ul style="list-style-type: none"><li>• Quality Assurance Officer (US project)</li></ul>   |
| <b>10.2016 – PRESENT</b>  | <b>SQUARE HOSPITAL LTD</b> <ul style="list-style-type: none"><li>• Medical Scribe (US doctors certified)</li></ul>  |

## ACADEMIC EDUCATION

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|----------------|---|
| <b>SSC</b>     | <b>AHSANIA MISSION SCHOOL &amp; COLLEGE</b><br>Dhaka Board,<br>Science group<br>GPA – 5.00 (Out of 5.00)<br>Passing Year – 2008 |
| <b>HSC</b>     | <b>DHAKA RESIDENTIAL MODEL COLLEGE</b><br>Dhaka Board,<br>Science group<br>GPA – 4.10 (Out of 5.00)<br>Passing Year – 2010      |
| <b>B.PHARM</b> | <b>STAMFORD UNIVERSITY BANGLADESH</b><br>Department of Pharmacy<br>(B. Pharm, First class)<br>Passing Year – 2015               |

## OTHER EDUCATIONAL QUALIFICATIONS

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- Specialized in the Field of Bacteria and Chronic Infections & Treatment.  
University of Copenhagen, Denmark
- Specialized in the Field of Public Health.  
The University of North Carolina, America

(Courses completed through online @ **Coursera.org**)

## HIPPA QUALIFICATIONS

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Talented HIPAA Privacy personnel adept at monitoring regulatory requirements, developing privacy and security programs and implementing policies that promotes compliance. Ready to ensure an organization is always in line with the Health Insurance Portability and Accountability Act of 1996.

- ✓ Extensive experience training organizations in HIPAA activities regulations and compliances.
- ✓ Skilled in the production and delivering of HIPAA training materials and manuals.
- ✓ Comprehensive education of state and federal laws regarding the disclosure of guarded health information.
- ✓ Solid background in health information management and hospital administration.
- ✓ Cross departmental liaison educating managers and department heads in the implementation of HIPAA compliance.

## PERSONAL SKILLS

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### **Communications Skills**

- Excellent written and verbal communication skills in both Bengali & English.
- Empathic listener and persuasive speaker.
- Speaking in public, to groups, or via electronic media.
- Excellent presentation and negotiation skills.

**Interpersonal Abilities**

- Caring attitude with inherent compassion.
- Responsible attitude targeted at ensuring completion of projects in a time efficient manner.
- Willingness to go beyond what is required.

**Analytical/Research Skills**

- Demonstrated ability to work with large quantities of statistical data and convert it into understandable results.
- Exceptional reporting skills with a view to chart down information to emit effectiveness of an event or project.

**Computer Skills****Operating Systems**

Windows XP, Windows 7, Windows 8, Windows 10, Mac OSX

**Software**

Internet Explorer, MS Excel, MS Word, MS Front Page, MS Access, MS Project, MS Site Server, Outlook Express, Adobe Photoshop, Outlook, Power Point, all kind of Browsers etc.

**Management / Supervisory Skills**

- Delegating tasks or responsibilities.
- Proven leadership and organizational abilities.
- Ability to grasp new ideas and integrate them into desired results.
- Able to handle challenges, with proven history of increased productivity.

**Teamwork / Team players Skills**

- Thrive in a team environment and work well with others.
- Enjoy working as a team member as well as independently.
- Team leader and team player.

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**THANK YOU**

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