**CURRICULUM VITAE OF**

**SAEED ANWAR**

**Present address: Phulbari, Dinajpur**

**Email:anwarsaeed407@gmail.com**

**Cell no: 01722-242072**

**CAREER OBJECTIVE :**

**To secure a suitable position in a dynamic organization where I can expedite my talents and potentialities as well as create value for the organization along with a solid and thriving career path.**

**ACADEMIC QUALIFICATON :**

**DIPLOMA IN MEDICAL ASSISTANT COURSE (DMF):**

**Name of the College : Green International Medical Assistant Tinning School, Rangpur.**

**Group : MATS.**

**Result : Pass.**

**Passing Year : 2016**

**Board : State Medical Faculty of Bangladesh**.

**MATERNAL & CHILD HEALTH (MCH):**

**Name of The Hospital : Dhaka Child (Shisu) Hospital.**

**Location : Shamoli Dhaka.**

**Duration : Short Course.**

**HIGHER SECONDARY CERTIFICATE (H.S.C):**

**Institution : Phulbari Govt. College.**

**Group : Business Studies**

**Result : GPA-3.30 (out of 05)**

**Passing Year : 2012**

**Board : Dinajpur**.

**SECONDARY SCHOOL CERTIFICATE (S.S.C):**

**Institution : Phulbari G.M Pilot High School.**

**Group : Science.**

**Result : GPA-3.63 (out of 05)**

**Passing Year : 2010**

**Board : Rajshahi.**

**SHORT PHARMACY COURSE:**

**Institution: BCDS Dinajpur.**

**Location : Dinajpur.**

**Duration : Short Course (3 months)**

**EXPERIENCE :**

**complete 1 Year Internship** :

* **Training Title : Internship Training. (Dept. of Medicine, Surgery, Gynae & Obs, Ortho surgery, Cardiology, pediatric Medicine, ENT, Outdoor & Emergency)**
* **Hospital : 250 Bedded General Hospital, Dinajpur.**
* **Location : Sador Dinajpur.**
* **Duration : 9 month**.
* **Training Title : Internship Training. (Indoor, Outdoor & Emergency service). Hospital : Upazilla Health Complex, Phulbari, Dinajpur.**
* **Location : Phulbari, Dinajpur.**
* **Duration : 3 month.**

**1.Organization : Volunteer Service Overseas (VSO)**

* **Duration : 3 months**
* **Position : volunteer**
* **Location : Shymnagor, Sathkhira, Kulna.**

**2.Organization : BRAC**

* **Duration : 18 months**
* **Position : Medical Assistant.**
* **Location : Nawabganj, Dinajpur.**

**3.Organization : HEALTHY HOME SERVICE**

* **Duration : 6 months**
* **Position : Medical Assistant.**
* **Location : Dhaka.**

**SKILLS :**

**1.MEDICAL SKILLS**

* **Knowledge in Basic Treatment**
* **Knowledge in Local Surgery (Minor Surgery)**
* **Knowledge in Plaster of Paris (POP)**
* **RELEVANT SKILLS :**
* **Knowledge in Assists to the medical consultants team**
* **Knowledge in Assists to the consultant during OT.**

**2.COMPUTER SKILLS :**

* **Microsoft Office (Microsoft Word, Microsoft PowerPoint, Microsoft Excel) Presentation Deigning (PowerPoint Presentation) .**
* **Good knowledge about: Browsing, Searching, Uploading & Downloading. Email checking & sending etc.**
* **Typing In English**.

**3.LANGUAGE SKILLS :**

* **Language 1 : Bangla Speaking : High**

**Reading : High Writing : High Language**

* **Language 2 : English Speaking : High**

**Reading : High Writing : High**

**PERSONAL INFORMATION :**

* **Name : Saeed Anwar**
* **Father’s Name : Md. Ibrahim Ali**
* **Mother’s Name : Shahanaj Begum**
* **Nationality : Bangladeshi ( by birth)**
* **Sex : Male**
* **Date of Birth : 31-12-1994**
* **Marital Status : Married.**
* **Religion : Islam**
* **Blood Group : AB (+ve)**
* **Height : 5’6’’**

**REFERENCE : Dr. Md. Shahjahan Sagar**

* **M.B.B.S BCS (Health)**
* **Medical Officer**
* **250 Bedded General Hospital Dinajpur.**
* **Cell No.: 01717-525513**

**I do here by declare that particulars provided in the resume are true to the best of my knowledge and belief**.

**Saeed Anwar**