

Brief Resume of

MD. Atikur Rahman

Tangail

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CAREER SUMMARY:

I have around 7 years of working experience in the NGO & teaching profession, Experience in emergency patients' management, patients counseling, patient referral, patient coordination with health partners, field staff management stock maintain and project implementation, support management monitoring & Evaluation; supervision coordination, the capability of capacity building, making linkage with local government, Different NGO, stakeholder & service providers. Effective skill to conduct & arrange various training, meeting & camp, workshop, documentation, database uploading, Report submission.

PROFESSIONAL OBJECTIVES

To join an organization that offers me a stable and positive atmosphere and inspires me to enhance and allowing me the opportunity to grow professionally for the betterment of all parties concerned with honesty and dedication.

CORE QUALIFICATION:

- Emergency medical & Humanitarian Service ○ Human Resource ○ Leadership ○ Teamwork
- Staff management ○ Relationship Management ○ Budget & allocation ○ Logistics & Co-ordination
- Staff meeting & Training ○ Monitoring & Evaluation ○ Problem solving ○ Database Management
- Communication & Listening ○ Teaching

PROFESSIONAL EXPERIENCE

1. Organization Name : Surjer Hashi Network (USAID funded Healthcare Social Enterprise)
Position Name : Clinic Manager
Duration : 16th August 2021- Continue

Duty/ Key Responsibilities

- Ensure all clinic staff and the clinic manager comply with all SHN guidelines concerning human resource and financial management, compliance and procurement.
- Plan and manage the clinic's budget and approve payroll register.
- Examine and resolve complaints received from staff, visitors, patients, and physicians.
- Maintain all GoB licenses and other regulatory requirements;
- Handles community outreach programs and visit satellite clinics.
- Ensure that all policies and procedures function following National and USAID laws.
- Review and update data – MIS, Financial, and Inventory for accuracy.
- Manage clinic petty cash & account bank account(s) as per SHN guidelines.
- Conduct staff meetings with all staff to review progress against performance indicators.
- Ensure monthly reports and other periodical reports as required.

2. Organization Name : Center for development innovation and practices (CDIP)
Position Name : Health Coordinator
Department : Primary Health Care Program
Duration : 10th May 2015- 28th February 2021

Duty/ Key Responsibilities

- Regular check patient and treat them in branch & field static.

- Facilitate regular health volunteer meetings in the office, reviewing individual objectives, performance and activities.
- Budget allocation, Salary, TA/DA and others.
- Manage the correct and timely ordering of all necessary medicines, supplies and equipment for the assigned health activities, ensuring minimum stocks are maintained and items are distributed correctly.
- Ensure proper and quality health service for the beneficiaries.
- Daily/ Weekly / Monthly data collection and software entry of beneficiaries and referrals.
- Lead at weekly/monthly medical camp, eye camp and project meeting and also organized staff meeting.

3. Organization Name: : Jamuna Medical Assistant Training School, Tangail
Position Name : Tutor (Part-time)
Department : Anatomy, Medicine, Surgery, Basic Computer
Duration : 1st May 2014 – 30th April 2015

Duty/ Key Responsibilities:

- Take classes regularly and provide class material.
- Monitoring of the student's weakness and help them.
- Evaluation of the student's exam paper

EDUCATIONAL QUALIFICATION (Professional)

Master of Public Health (M.P.H) in Epidemiology, 2022

Institution : Independent University of Bangladesh (IUB)
 Result : 3.56 (out of 4.00)

Master of Social Science (M.S.S) in Social Work, 2017

Institution : Bhawal Bodre Alam Govt. College, Gazipur
 Result : 3.08 (out of 4.00)

Diploma in Medical Faculty (DMF), 2013

Institution : Govt. Medical Assistant Training School (MATs), Tangail
 Result : Pass

EDUCATIONAL QUALIFICATION (General)

Bachelor of Social Science (B.S.S), 2017

Institution : Mirzapur Govt. College, Tangail
 Result : CGPA 3.12 (out of 4.00)

Higher Secondary Certificate (H.S.C), 2012

Institution : Major General Mahamudul Hasan College, Tangail
 Result : GPA 3.55 (Out of 5.00)
 Group : Humanities

Secondary School Certificate (S.S.C), 2009

Institution : Mirzapur S.K Pilot High School, Tangail
 Result : GPA 4.75 (Out of 5.00)
 Group : Science

THESIS/ DISSERTATION

1. Influencing factors contributing to the rapid rise of cesarean section among the married women in Bangladesh; using BDHS 2017-18 secondary data supervised by Samia Aziz, Lecturer; Department of Public Health, Independent University, Bangladesh (IUB)

LICENSE & CREDENTIALS:

- Registered by Bangladesh Medical & Dental Council (BMDC)
Registration No: D-7095
- Valid Motorcycle Driving License (Non-Professional)

COMPUTER SKILL

Office Application: MS Word, MS Power point, MS Excel (Data Analysis, Pivot Table, VLOOKUP)

Data analysis software: SPSS, STATA, Rstudio, Power BI

Web: Browsing Internet, Email, Data Entry

Graphics: Adobe Photoshop, Adobe illustrator, Multimedia Presentation, Video Editing

HUMANITARIAN & VOLUNTARY EXPERIENCE

○ Member at Purbasha Blood Donation Club, Tangail

○ Working for youth, Habla Youth Foundation, Tangail

COURSES, SKILLS AND TRAINING:

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|----|--------------------------------|---|
| 1. | Course Name | : Computer Office Application |
| | Organization | : Bangladesh Technical Education Board (BTEB) |
| | Duration | : July 2019 - December 2019 |
| 2. | Internship/Organization | : 250 Bedded Tangail Medical College Hospital, Tangail |
| | Duration | : 1 st June 2013- 28 th February 2014 |
| 3. | Internship/Organization | : 50 Bedded Upazila Hospital, Mirzapur |
| | Duration | : 1 st March 2014 – 31 st May 2014 |
| 4. | Course Name | : Gender Based Violence (GBV) |
| | Organization | : UNFPA and offered through Online |
| 5. | Course Name | : COVID-19 Disease |
| | Organization | : DGHS and offered through MuktoPaath |

LANGUAGE PROFICIENCY:

Strong written and oral communication skills both in English & Bengali.

PERSONAL INFORMATION

MD. Atikur Rahman

Father's Name: MD. Motiar Rahman

Mother's Name: Forida Yeasmin

Gender: Male

Religion: Islam (Sunni)

Marital Status: Married

Date of Birth: 21st September 1993

Blood Group: O+ve

Nationality: Bangladeshi

Permanent Address: Village: Habla South Para, Thana: Bashail, District- Tangail

REFERENCE:

Name: Md. Al-Amin Hossain
Organization: Green Lab Hospital, Tangail
Designation: Managing Director
Contact: 01755157655
Country: Bangladesh

Name: Dr. Tanha Sultana
Organization: Surjer Hashi Network (SHN)
Designation: Service Delivery Specialist
Contact: 01711414796
Country: Bangladesh

DECLARATION:

I do hereby declare that the above information given by me is true to the best of my knowledge and belief.



Md. Atikur Rahman