

# Curriculum Vitae of

Name: Manosh Ray

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## CAREER OBJECTIVE

Intend to work in a challenging and creative environment, where strong sense of responsibility and commitment in required. I wish to contribute my knowledge, efficiency and creativity in strengthening your organization and besides, | get an opportunity to build up my own career also.

## ACADEMIC QUALIFICATION

**DIPLOMA IN MEDICAL ASSISTANT**  
DWF MEDICAL ASSISTANT TRAINING SCHOOL,  
BARISHAL

Subject: Mats

Result: Passed

Passing Year: 2020

**HIGHER SECONDARY CERTIFICATE**  
GULISHAKHALI AL-HAZ ABDUL KHALEQUE  
B.M. COLLAGE, BARGUNA

Group: Business Studies

GPA: 4.50 out of 5.00

Passing Year: 2017

**SECONDARY SCHOOL CERTIFICATE**  
GULISHAKHALI ISHAK SECONDARY HIGH  
SCHOOL

Group: Science

GPA: 3.69 out of 5.00

Passing Year: 2015

## WORK EXPERIENCE

### **MEDICAL ASSISTANT AT RENATA LTD.**

Mirpur-07, Dhaka-1216

Nov 2020 - Oct 2022

- Helps patients by providing information, services, and assistance.
- Maintains medical supplies inventory and performing preventive maintenance to keep medical equipment operating.
- Verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit.
- Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; and reporting patient history summary.

### **RECEPTIONIST AT LABAID SPECIALIZED HOSPITAL**

Dhanmondi, Dhaka, Bangladesh

Feb 2020 to Sep 2020

- Provide assistance to bankers in projects.
- Prepared some vouchers for the Import LC.
- Helped new clients account opening, issuing Chequebook.

<b>TRAINING SUMMARY</b>	<p>9 Months Internship: 250 Bedded Hospital, Patuakhali. Department: Medicine &amp; Pediatric, Surgery, Gynae &amp; Obs. Indoor outdoor, Emergency Department.</p> <p>3 Months Internship: 50 bedded Galachipa Upazilla Health complex. Department: Indoor-outdoor, Emergency Department.</p> <p>3 Days Training: Training on Infant and young Child Feeding (IYCF) for Trainee Paramedics.</p>	
<b>COMPUTER SKILL</b>	<ul style="list-style-type: none"> <li>• MS Suite</li> <li>• MS Excel</li> <li>• Photoshop</li> <li>• Internet Browsing</li> </ul>	
<b>PERSONAL ATTRIBUTE</b>	<ul style="list-style-type: none"> <li>• Industrious &amp; Flexible</li> <li>• Leadership &amp; Teamwork</li> <li>• Managing difficult situation</li> <li>• Negotiation skill</li> </ul>	
<b>EXTRA CURRICULAR</b>	<ul style="list-style-type: none"> <li>• Planned, designed and organized the inter university competition programs.</li> <li>• Participated to raise awareness by means of workshops and seminars regarding environmental concerns.</li> <li>• Class Representative (CR) of the Secondary classes.</li> <li>• Captain of the college cricket team.</li> </ul>	
<b>PERSONAL INFORMATION</b>	<p>Father's Name : Pran Krishno Roy</p> <p>MOTHER's Name : Anjoli Rani</p> <p>Date of Birth : 5th May 1999</p> <p>Sex : Male</p> <p>Marital Status : Single</p> <p>Nationality : Bangladeshi</p> <p>Religion : Hinduism</p> <p>Blood : O+</p> <p>Height : 5 feet 5 inch</p> <p>Nid No : 3302548668</p>	
<b>CONTACT ADDRESS</b>	<p>Nabeel Iqbal</p> <p>Lecturer</p> <p>North South University</p> <p>Contact: +880 1711865158</p> <p>Email: nabeel.iqbal@northsouth.edu</p>	<p>Mr. Abdullah Al Mamun</p> <p>Lecturer</p> <p>North South University</p> <p>Contact: +880 1683517677</p> <p>Email: a.mamun@northsouth.edu</p>