



MD. ATIAR RAHMAN MONDOL
Certified & BMDC registered Medical Assistant Dedicated to Providing
Emergency Humanitarian, Medical & Administrative Services.

Mailing Address:

Palongkhali-4750, Ukhiya, Cox's Bazar, Bangladesh.

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Professional Summary:

A Highly skilled, flexible and a hardworking individual with more than 06 years of work experience in patient management, patient referral, record management, stock management HR management and general office administration. I have satisfactory knowledge of infection prevention control including Waste management and office reporting. I am a BMDC registered medical Assistant & trained in Basic Life Support (BLS)/ CPR with adults and children. I have worked in health & Microfinance department of different hospitals, national and international organizations. I am very confident in my work skills.

Educational profile:

SL No	Exam Title	Major/Group	Result	Institute	Passing Year
1	Masters of public health (MPH)	Epidemiology	Enrolled course in June 2022	Daffodil international university (DIU)	2024 (Tentative)
2	Bachelor of social science (B.S.S)	Sociology	CGPA 2.99 out of 4.00	Bangladesh open university (BOU)	2019
3	Diploma in Medical Faculty (D.M.F)	MATS	Pass	Healthways Medical Assistant Training School, Bogura.	2013
4	Secondary school certificate (S.S.C)	Science	GPA:4.75 out of 5.00	Osmanpur High School	2009

Professional Experience: Total Year of Experience 06 Years & 06 months

1. Position: Officer-infection prevention & control.

Year of experience: 5 months (01.12.2022 to continuing)

Organization: International centre for diarrheal disease research, Bangladesh (ICDDR'B).

Location of organization: Mohakhali, Dhaka, Bangladesh.

Duty area: Teknaf, Cox's Bazar, Bangladesh. (A primary health care Centre in FDMN camp)

Responsibilities:

- Planning and Organizing Infection prevention & Control Program such as preparing SOP & check list.
- Planning and conducting training and education sessions on infection prevention and control policies and procedures for all levels of healthcare workers on hand hygiene, respiratory hygiene, waste segregation, rational use of PPE, Safe injection practice etc.
- Taking initiative for any accidental exposure of blood (AEB) cases including managing the ART.
- Ensuring hand hygiene & appropriate respiratory hygiene for all staff, patients, patient's party & visitors at entrance of hospital.
- Ensuring preparation of different concentrations of chlorine solution.
- Ensuring cleaning & disinfecting of patient care environments.
- Ensuring pest controlling activities inside the hospital to eradicate the vectors like mosquitoes, bugs, rodents, cockroaches, snakes etc.
- Regular practical session with the cleaners on IPC including linen management, surface disinfecting, waste management, Use of appropriate PPE etc.
- Monitoring Infection Prevention and Control Measures in hospital.
- Administrative support like preparing the monthly duty roster of cleaners, managing leave, ensuring staff attendance, participating in CIC meetings etc.
- Daily, weekly & Monthly report preparation and submission.

2. Position: Floor Supervisor.

Year of experience: 02 years & 05 months (15.06.2020 to 21.11.2022)

Organization: International Organization for Migration(IOM).

Location of organization: Geneva, Switzerland.

Duty area: Teknaf, Cox's Bazar, Bangladesh.(A primary health care Centre in FDMN camp),

Responsibilities:

- Maintaining the Infection prevention & control procedure inside the hospital.

- Providing primary healthcare service at the outpatient department (OPD).
- Conducting training with all level of staff on IPC & triage.
- Maintaining the stock of logistics & medical consumable items by daily consumption & giving requisition to the warehouse.
- Supervision of Medical Assistants, Nurses, Midwives, nurse Assistants and cleaners.
- Monthly duty roster preparation of Medical assistant, Nurse, Midwife, Nurse assistant & Cleaners.
- Providing administrative support, such as Ensure staff attendance, transport management, processing invoices, and maintaining project files.
- Daily & weekly report preparation & submission
- Active participation in camp coordination meeting, health sector meeting in CIC office.
- Communication with CIC office, other organizations, site management office, Health coordinator and other higher authorities.

3. Position: Medical Assistant.

Year of experience: 01 year & 04 months (04.02.2019 to 10.06.2020)

Organization: Light house

Location of organization: Bogura, Bangladesh.

Duty area: Goneshpur, Rangpur Sadar, Bangladesh.

Responsibilities:

- Providing HIV testing & counseling services to the key population (MSM, MSW & Transgender)
- Providing STI & General Health services to beneficiaries & their partners.
- Refer patients & their partners to the medical college, Sadar hospital or nearest government health facilities to manage the complicated STI.
- Screening TB case during providing services.
- Sterilization of all clinical instruments, maintain infection prevention procedure & Waste management.
- Taking Awareness sessions to the key population inside the facility & community to prevent STI.
- Participating in community events like World AIDS day, World health day etc.
- Maintaining medicine & medical consumable item's stock
- Supervision of peer educators.
- Weekly, Monthly & Quarterly report preparation & submission to the authority.

4. Position: Programme Officer-Social.

Year of experience: 01 year & 01 month (03.04.2016 to 30.04.2017)

Organization: Jagorani Chakra Foundation (JCF)

Location of organization: Jessore , Bangladesh.

Duty area: Chuknagor, Dumuria, Khulna, Bangladesh.

Duties/Responsibilities:

- Working for sustainable development of the rural population.
- Providing primary health care services to the rural poor population.
- Providing ANC & PNC services to the beneficiaries.
- IYCF counseling & checking the nutritional status (MUAC, BMI) of the child up to 5 years.
- Providing reproductive health care services among the teenage-er girls by building youth clubs in the village.
- Taking awareness sessions on health especially on reproductive health by schedule in different schools inside the working area.
- Family planning counseling to the newly married couples.
- Taking health awareness sessions among the rural population.
- Manage beneficiaries for surgical intervention according to the organization's policy if required.
- Appropriate referral of patients to the nearest movement health facility.
- Active participation in community events like EPI schedule, International women's day, World health day etc.
- Arranging "Blood grouping" Camping.
- Providing various training to the beneficiaries along with the technical team to improve their lifestyle.

5. Position: Programme Assistant.

Year of experience: 01 year (01.04.2015 to 31.03.2016)

Organization: Human development organization (HDO)

Location of organization: Dinajpur , Bangladesh.

Duty area: Gangachara, Rangpur, Bangladesh.

Duties/Responsibilities:

- Coordinating project activities, such as scheduling meetings, organizing workshops, and coordinating project logistics.
- Managing data, including data entry & data cleaning.
- Implementation of project activities, such as cluster preparation, support for field activities.
- Monitoring project activities and evaluating their impact, including collecting data, conducting surveys, and preparing reports.
- Providing administrative support, such as Ensure staff attendance, transport management, processing invoices, and maintaining project files.
- Engaging with project stakeholders, such as community members, government officials, and healthcare providers, to ensure their involvement and support for project activities.

6. Position: Sub Assistant Community Medical officer.
Year of experience: 3.5 months (01.12 2014 to 15.03.2015)
Organization: Shibgonj Nursing Home
Location of organization: Shibgonj, Bogura, Bangladesh.
Duty area: Shibgonj, Bogura, Bangladesh.

Responsibilities:

- Pre-operative & post-operative management of the patients.
- Assist doctor in Operation Theater during Surgery.
- Out-patients management.
- Ensuring sterilization of all clinical instruments,
- Providing training to the clinic staff to maintain infection prevention procedure & Waste management.

Training & Certification:

SL No	Training title	Organization	Duration of training
1	Diarrheal disease case management.	International centre for diarrheal disease research, Bangladesh (ICDDR,B)	03 days
2	Using RDT to detect vibrio cholerae in fecal specimens.	International centre for diarrheal disease research, Bangladesh (ICDDR,B)	01 day
3	Inter agencies integrated triage management and infection prevention & control (IITT & IPC)	International Organization for Migration (IOM)	03 days
4	Basic life support (BLS)	Doctors Worldwide (DWW)	01 day
5	Triage, Infection prevention control & waste management	International Organization for Migration (IOM)	04 days
6	HIV testing service (HTS), Syndromic Management of STI and Counseling.	International centre for diarrheal disease research, Bangladesh (ICDDR,B)	05 days
7	Internship training	250 bedded Mohammad Ali Sadar Hospital, Bogura	09 months
8	Internship training.	50 bedded Upazila Health complex, Ghoraghat, Dinajpur	03 months

Language proficiency:

SL No	Language	Reading	Writing	Listening	Speaking
1	Bengali	High	High	High	High
2	English	High	High	High	Medium

Licensures & Credentials:

1. Bangladesh Medical & Dental Council (BMDC) registration No: D-9993
2. Valid driving license (Light vehicles & motorcycle):CB00403893CL0001

Personal information:

Name :Md Atiar Rahman Mondol
 Father's Name :Md.Abdul Jobber Mondol
 Mother's Name :Kahinur Begum
 Date of Birth :November 15, 1993
 Gender :Male
 Marital Status :Married
 Nationality :Bangladeshi (By birth)
 National Id No : 2801013323
 Blood group :“O” Negative
 Religion :Islam
 Permanent Address : Village: Rishighat, Post:Osmanpur-5290,
 Sub-district: Ghoraghat, District:Dinajpur.

Declaration:

I hereby declare that the particulars given herein are true and no false information has been given.

References:

- 1.Dr.Ashok Kumar Barman
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- 2.Dr Sayed Rashel Bayezid Zillany
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Signature: 
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