

# SMRITI KHANOM

Health Assistant



+8801950241516  
smritikhanom30@gmail.com  
Faridganj, Chandpur

## CAREER OBJECTIVES

I want to work alongside doctors, nurses, and other healthcare professionals to provide support in various tasks, patient care, administrative duties, providing emotional support and to contribute to the efficient functioning of healthcare facilities, improve patient outcomes, and enhance the overall quality of healthcare delivery by providing comprehensive support to both patients and healthcare professionals.

## ABOUT ME

- o Father's Name: Late A. Rob Howlader
- o Mother's Name: Kohinur Begum
- o Nationality: Bangladeshi
- o Date of Birth: 04 October, 1996
- o Religion: Islam
- o National ID: 505 983 6543
- o Blood Group: A+

## Work Experience -1

### Receptionist

Jan 2022- Present

I am a highly organized and detail-oriented professional with a passion for delivering exceptional customer service. Having experience as a receptionist, I excel in managing busy front desks, handling phone calls, and greeting visitors with a warm and friendly dealing.

## Work Experience-2

### Doctor's Associate

Company Name | SEVA Diagnostic

Supporting doctor by assisting with patient care, organizing medical supplies, keeping appointment, prescription follow-up, maintaining cleanliness, and performing administrative tasks in healthcare settings.

## EDUCATION

### Secondary School Certificate

Humanities  
2011  
GPA 3.56 out of 5

### Higher Secondary Certificate

Humanities  
2014  
GPA 2.90 out of 5

### Bachelor of Arts

2019-2021  
Result: Not published

## SKILLS

- Empathy and compassion towards patients,
- Creativity
- Attention to the details
- Negotiation
- Critical thinking
- Organizational skills
- Negotiation
- Technical Skills
- Effective communication

## COMPUTER LITERACY

- MS Office Application (MS-Word, MS-Excel, PowerPoint)
- E-mail composing & replying
- Browsing to get a information from internet

## LANGUAGE PROFICIENCY

- Native language Bengali
- English as a second language

## REFERENCES

### **Md. Mohsin Hossain**

Assistant Govt. Primary School Teacher

Phone: 01791715313

Email: mhossain2323@gmail.com

### **Mohammed Faruk Hossain**

Assistant Govt. Primary School Teacher

Phone: 123-456-7890

Email: hello@reallygreatsite.com



# Isabel Schumacher

Sales Representative

## Work Experience

### Profile

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## Work Experience

Jan 2022- Present  
Company Name | 123 Anywhere St., Any City  
**Junior/ Business Consultant**

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2017 - 2019  
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## Reference

Estelle Darcy  
Wardiere Inc. / CEO

Phone: +123-456-7890  
Email: hello@reallygreatsite.com

Harper Russo  
Wardiere Inc. / CEO

Phone: +123-456-7890  
Email: hello@reallygreatsite.com

### Contact

hello@reallygreatsite.com

+123-456-7890

123 Anywhere St., Any City

### Education

- Borcelle Business School**  
*Bachelor of Business Management*  
Completed in 2016
- Larana Business School**  
*Certificate in Digital Marketing*  
Completed in 2014

### Skill

- Management Skills
- Digital Marketing
- Negotiation
- Critical Thinking
- Communication Skills
- Digital Marketing
- Negotiation

### Awards

Oct 2019 | Ingoude Company  
**The Best Employee of the Year**

May 2015 | Timmerman Industries  
**The Best Employee of the Year**



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