

## **OBJECTIVE**

To obtain a position in the professional atmosphere that will enhance my skills and prepare me for my career and extracurriculars.

## **EDUCATION**

1. Academy of Mount St. Ursula (*Advanced Regents Diploma*): CLASS OF 2017 - Bronx, NY
2. Sylhet MAG Osmani Medical College (*MBBS: Bachelor of Medicine and Bachelor of Surgery*): CLASS OF 2024- Sylhet, Bangladesh

## **EXPERIENCE**

1. **Serviam Gardens Elder Home** - Bronx, NY

*Office Assistant*: Sept. 2015 - Sept. 2016

- Monitored their activity and aided in organizing and paper work at the front desk.

2. **Safe Medical Care PLLC** - Bronx, NY

*Office Manager + Medical Assistant*: Sept. 2017 - Jan. 2018

- Administered daily clinical duties such as registering patients, making insurance calls, and handling paper work.
- Corresponded with numerous patients and dealt with their conflicts as well as interpreted language-wise.

3. **The Academy of Mount St. Ursula National Honor's Society** - Bronx, NY

*Tutor*: Sept. 2017 - June 2017

- Organized schedules and provided counselling for high school students regarding college and their future.
- Coached and instructed students of grades 9-12 in all academic areas such as math, science and English.

4. **The Parodneck Foundation** - Manhattan, NY

*Administrative Assistant (Internship)*: June 2017- August 2017

- Strengthened office wide participation in diverse community activities that ensure equal privileges.
- Chaired daily concerns of clients and sought to make their housing suggestions a reality.

5. **Sylhet MAG Osmani College Hospital** - Sylhet, Bangladesh

*Student/Intern/Resident*: Jan. 2020 - present

- Obtained medical history and made initial physical examinations of patients, documented on patient files.
- Recorded provisional diagnosis and suggested primary investigations and treatment plans to patients.

6. **RDM English School** - Sylhet, Bangladesh

*Head of Phonetics Department/ Teacher (Remote)*: Sept. 2022 – Sept.2024

- Fostered an interactive and inclusive learning environment, resulting in improvement in student engagement and an increase in standardized test scores in IELTS and PTE exams.
- Founded and supervised the school's online Phonetics department, organizing events and competitions that encouraged creative writing, critical thinking, and public speaking skills among young students in Bangladesh.

## **SKILLS**

1. Bilingual: English/Bengali/Hindi/Urdu Oral Communication/Translation
2. Proficient skills in Microsoft Word, PowerPoint, and Excel
3. Content/Essay Writing Experience (10+ years)
4. Photography/Photoshop (4 years)