

MD MEZBAH UDDIN MUKUL

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*Experienced as Administrator, Supervisor,
Storekeeper, Sales Executive and Pharmacist.*

Professional Summary:

Highly efficient and results-driven Medical Administrative Assistant with 7+ years of experience streamlining administrative operations in a multi-provider clinic. Expertly manage high-volume patient scheduling, electronic health records (EHR) systems, and medical billing and verification. Proven track record of improving patient flow and contributing to an organized, top-performing medical environment.

Education & Certifications:

- **BA in English - 2018**
The World University, Bangladesh.
- **Diploma in Pharmacy Technician - 2014**
Premier Institute of Technology.
- **HSC – 2009 | SSC – 2007.**
Bangladesh Education Board, Cumilla.
- **Community Health Workers - 2018**
State Medical Faculty of Bangladesh.
- **COVID-19 Awareness & Informal Health Professional – 2020**

Personal Information:

- **Date of Birth:** 30 June 1991
- **Nationality:** Bangladeshi
- **Languages:** Bengali, English, Hindi, Urdu
- **Visa Status:** Working Visa with NOC

Key Skills

- MS Office, Word, Excel and Power Point.
- Management software.
- Multiple Languages.
- Quick service manner.
- Presentation and training abilities.

Professional Experience



Admin & Coordinator, BDFast Trading & Contracting WLL

August 2023 – Till now

- Managed documentation and records for supply orders, contracts, permits, invoices, and delivery receipts—ensuring organized project files.
- Coordinated procurement and logistics, obtaining quotes, placing supply orders, tracking deliveries, and liaising with suppliers to ensure timely material availability.
- Maintained inventory levels, performing regular stock audits, reconciling discrepancies, and triggering reorder processes to prevent shortages.
- Processed purchase orders and invoicing, coding and tracking expenses, coordinating with finance for payments, and ensuring compliance with company policies.



Administrative in charge, Shahjalal Medical Center Cumilla

August 2021 – July 2023

- Shadowed and assisted physicians in patient examinations and procedures.
- Gained hands-on experience in administrative tasks, including scheduling appointments and managing patient records.
- Conducted patient intake, recorded vital signs, and updated medical histories under supervision.
- Analyzed patient data to inform decision-making, utilizing insights to optimize operations and reduce costs.



Pharmacy Store in charge, Cumilla National Hospital

January 2018 – June 2021

- Supervised medicine orders, dispatch, and storage standards.
- Managed inventory records, expiry monitoring, and software entries.
- Ensured pharmaceutical compliance and warehouse condition.
- Followed up on thresholds, stock-outs, and expirations.



Sr. Medical Information Officer, Popular Pharmaceutical Ltd.

January 2013 – November 2017

- Achieved sales targets by identifying client needs and promoting products.
- Conducted presentations and physician briefings.
- Maintained order records and focused sales strategy.
- Built strong customer relationships in the medical sector.

“Leadership and learning are indispensable to each other”