**Job Description as an office Executive**

Name : **Md. Azizur Rahman**

Designation : Office Executive

Department : Community Medicine & Biochemistry

Job Description :

* + - Office record keeper.
    - Administrative support to head of department
    - Teaching related support. Such as preparation of lecture, result, notice, final performance of students (1st, 2nd, 3rd, & 4th year) etc. some are composed by computer.
    - Maintain Attendance book and sheet (students & teacher).
    - Any work assigned by Head of the department of Community Medicine & biochemistry

Name : **Md.Monirul Islam Kazi**

Designation : Medi. Technologist

Department : Biochemistry

Job Description :

* + - Biochemistry Practical class of demonstration of practical class.

Name : **Sumon Chondro Das**

Designation : MLSS

Department : Community Medicine & Biochemistry

Job Description :

Name : **Moyna Begum**

Designation : Aya

Department : Community Medicine & Biochemistry

Job Description :

* + - Gallery- I, Lecture room, Practical room, & dept. all rooms cleaning.

**Md. Azizur Rahman**

Office Executive of Community Medicine & Biochemistry