

**NAME** : AMNA FATHIMA  
**ADDRESS** : SHARJAH, MUWAILEH  
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## **CAREER GOALS**

- ❖ To encourage and inspire the subordinates and patients.
- ❖ To offer support and well discipline to ensure the success of the institution and employees.
- ❖ Providing excellent patient care.
- ❖ To obtain a Hospital Attendant position that will promote growth, stability and opportunity for advancement.
- ❖ Remarkable knowledge of daily inventory of all patient care related supplies.
- ❖ Ability to understand and follow verbal and simple written instructions.
- ❖ Through knowledge to obtain, record, exchange information for the patient.

## **EDUCATION DETAILS**

Si.no	Education Qualification	Board/University	Institution	Year of pass	Percentage
1.	SSLC	Kerala board	W.O.H.S.S	2018	93%
2.	PLUS TWO	Kerala board	W.O.V.H.S.S	2020	73%

## **PROFESSIONAL QUALIFICATION**

- General Duty Assistant (GDA) course from Sofcon Training Centre, Wayanad under the guidelines of DDU-GKY Project in the year of 2020-2021.
- Diploma in Hospital Administration from Edusource HRD Centre, Kollam in the year of 2021-2022.
- Successfully completed 3 month MS Office course from Pazhassi computer training center under the guidelines of START in the year of 2023.

## **PROFESSIONAL EXPERIENCE**

- Remarkable experience in the oncology ward and bone marrow transplant unit (BMT) more than 1 year in Aster MIMS, Calicut.

Hospital	Department	Period
Aster MIMS Calicut	Oncology ward, Bone marrow transplant unit(BMT)	01\02\2021 to 29\09\2022

- Successfully completed 3-month internship as a part of Hospital Administration training from Fatima Mata Mission hospital during the period of 01\03\2023 to 31\05\2023

## **LINGUISTIC SKILLS**

Malayalam, English, Tamil

## **SKILLS & ABILITIES**

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- Communicating appropriately with co-workers.
- Self-motivated.
- Respond to patient's call.
- Good Leadership qualities and problem solving.
- Transferring the patients within the hospital.
- Assist the patient in maintaining normal elimination.
- Prevent and control infections.
- Assist doctors in performing procedures as instructed in the care plan.
- Assist nurse observing and reporting the change in patient conditions.
- Assist nurse in measuring patient parameters accurately.
- Very careful and responsible towards healthcare.
- Clean medical equipment under the supervision of the nurse.
- Transport patients, manage to change and transport the laundry.
- Carry out last office (Death care).
- Maintain a safe, healthy and secure environment.
- Follow biomedical waste disposal protocols.

## **PERSONAL DETAILS**

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Date of Birth : 08-08-2003  
Religion & Caste : Islam, Mappila  
Gender : Female  
Nationality : Indian  
Marital status : Married  
Passport Number : Y9874066  
Visa Status : Husband visa on process

## **REFERENCE**

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|---|---|
| 1. Dr. Prathibha B<br>Consultant Transfusion Medicine<br>Aster MIMS, Calicut<br>Mob: +91 9855727585<br>E-mail: <a href="mailto:prathibha.b@asterhospital.com">prathibha.b@asterhospital.com</a> | 3. Prof.Mrs. Sheelama T. J<br>Chief Nursing Office<br>Aster MIMS, Calicut<br>Mob:+91 9847705555 |
| 2. Princy T.P<br>Head of the department (BMT)<br>Aster MIMS, Calicut<br>Mob:+917907842813<br>E-mail: <a href="mailto:princy.tp@asterhospital.com">princy.tp@asterhospital.com</a>               | 4. Manjusha<br>HR, Fatima Mata Mission Hospital<br>wayanad<br>Mob:+919544555628                 |

## **DECLARATION**

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I hereby declare that all the statements given above are true to my knowledge&belief.

Place: Muwalieh

Date :