

NAME : AMNA FATHIMA
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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

- 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

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

1. Dr. Prathibha B
Consultant Transfusion Medicine
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DECLARATION

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

Place: Muwalieh

Date :