

NIJIMOL SUSAN THOMAS,

Address: Building No: 1317, Room No: 03, Muweila, Sharjah, UAE

Ph No: +971566018760

Dear HR Manager,

As my goal is to improve my skills, update my knowledge and contribution for the growth of my profession, I would like to apply for the post in administrative department in your hospital. I consider that my credentials and interest matches with your requirements and want to apply for the same.

I would appreciate the opportunity to discuss how my education and experience will be helpful and useful for you as the further consideration. Thank you for your attention and consideration.

Sincerely,

Nijimol Susan Thomas

Enclosed: Resume

CURRICULAM VITAE

NIJIMOL SUSAN THOMAS

Building No: 1317, Room No: 03,

Muweila, Sharjah, UAE

PH: +971566018760

Visiting Visa: 25/02/2021 - 24/05/2021

Email: ntleo8@gmail.com



CAREER OBJECTIVE:

It is my aspirations to touch the sky being ambitious, hardworking and enthusiastic in achieving my goals. I always strive to accept challenges. I am interested to hold a responsible and challenging position and would like to contribute for the growth of your organization.

PROFESSIONAL EXPERIENCE:

➤ **SENIOR ASSOCIATE (December 2017- February 2021)**

CRITICAL CARE UNIT

Aster Medcity, Kochi

Responsibilities:

- Bed management of the ICUs
- Coordinates multidisciplinary team meetings
- Coordinates admission and discharge procedures
- Maintaining weekly and monthly data
- Preparing operations quality indicators
- Collaborates with multidisciplinary team for the smooth functioning of ICU
- Communicating with patient bystanders
- Maintaining medical records of the patients
- Performing Hospital Manager on Duty(night)
- Commissioning of Neuro Surgical ICU

➤ **STAFF NURSE (October 2013-August 2015)**

MEDICAL SURGICAL WARD)

Lilavati Hospital and Research Centre, Bandra, Mumbai

Responsibilities:

- Assess the needs of the patients in the ward and deliver proper nursing care.
- Provided direct patient care (bed making, changing of bed sheets, mouth care, back care, bed bathing, hair wash, changing of position etc) and allotted care to her by the ward sister.

- Provided comfort to the patient and maintain safety of the patient
- Administration of medicines and injection

ACADEMIC EXPERIENCE:

- Main project of 2 months at Lifeline Hospital, Adoor
- Internship of 15 days at Aster Medcity, Kochi
- Mini Project of 1 month and Internship of 15 days at Believers Church Medical College Hospital, Thiruvalla
- Internship of 15 days at Kovai Medical Centre and Hospital, Coimbatore

PROFESSIONAL REGISTRATION:

Registered under Maharashtra Nursing Council in 08/08/2013 as Registered Nurse with REG NO: II - 18562 and Midwife with REG NO: XVI - 15350

EDUCATIONAL QUALIFICATION:

- Professional Qualification:

SL NO	QUALIFICATION	YEAR OF PASSING	COLLEGE	UNIVERSITY	TOTAL MARKS
1.	MBA Hospital Management	2015-2017	KMCH Institute of Health Sciences, Coimbatore	Bharathiar University, Coimbatore	75%
2.	B.Sc. Nursing	2009-2013	Krishna Institute Of Nursing Sciences, Karad, Maharashtra, India.	Krishna Institute Of Medical Sciences Deemed University, Karad, Maharashtra	64%

- Educational Qualification:

SL NO	QUALIFICATION	YEAR OF PASSING	SCHOOL	TOTAL MARKS
1.	Higher Secondary	2009	C.M.S Higher Secondary School, Mallappally, Kerala.	68%
2.	High School	2007	C.M.S High School, Mundiappally, Kerala.	85 %

KEY STRENGTHS:

- Strong commitment to standards of excellent in professional
- Excellent communication with other in the dissemination of information
- Enjoy meeting of new challenges
- Co-ordination with all level of allied professionals
- Willing to work in shifts
- Ethical behavior

COMPUTER SKILLS:

- Basic computer skills
- Microsoft Office
- Email Communication (Outlook)

PERSONAL DETAILS:

Name : Mrs. Nijimol Susan Thomas
Husband's Name : Mr. Georgy Thomas
Gender : Female
Date of Birth : 27 July 1991
Nationality : Indian
Marital Status : Married
Passport Number : L6434451
Languages known : English, Malayalam, Hindi, Marathi, Tamil
Permanent address : Thazhikayil Malayil,
Mundiappally P.O,
Thiruvalla,
Pathanamthitta,
Kerala - 689581

REFERENCES:

1. Mr.Sunil Franklin,
Head of the Department,
Department of Health and Hospital Administration,
Kovai Medical Centre and Hospital,
Coimbatore, Tamil Nadu

2. Ms.Seena T S

Assistant Manager ICUs

Aster Medcity,

Kochi, Kerala

3. Dr. Suresh G Nair,

Head of the Department

Anesthesiology & Critical Care,

Aster Medcity,

Kochi, Kerala

DECLARATION:

I hereby declare that the given information is correct and complete to best of my knowledge and belief. I am enclosing my documents in proof of the claim in application.

Yours sincerely,

Date:

Place:

Nijimol Susan Thomas