



**SUFEERA T. K.**

Email: *sufeerashahama@gmail.com*,

Mob: +918086128408.

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Dear Sir/Madam,

I am **Sufeera T. K.**, an energetic, self-motivated, enthusiastic Professional. I am writing to express my interest in securing employment with your organization. As you will see, I come to you with a background that you will find unique and distinctive among your typical applicants.

While it may not be immediately obvious, let me assure you that my background has prepared me with qualifications that are ideally suited to the healthcare industry, and that will allow me to benefit your organization. Record of good teamwork, maintains excellent patient management, cultivated referral networks and open-minded.

The qualifications outlined above are representative of the value I offer to your organization, and are more fully outlined in the enclosed resume. Combined with rare level of enthusiasm, commitment and drive, I am confident that I would quickly become contributing as a team member. Should you agree, I would welcome the chance for an interview, even if on a purely exploratory basis.

Thanking you,  
Yours Sincerely

**Sufeera T.K.**

## **Sufeera T. K.**

Calicut, Kerala.

**Mobile:** +918086128408.

**Email:** *sufeerashahama@gmail.com*

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### **ADMINISTRATIVE RESPONSIBILITIES**

- Co-ordination of nursing activities.
- Assigning and delegating Duties and Responsibilities
- Orientation of nursing students and new staffs
- Scheduling of Patients
- Maintaining stock lines, Central Sterile Supplies, Drugs and Miscellaneous at all time.

#### **Key Strength Areas**

|                              |                                |
|------------------------------|--------------------------------|
| Personal Care of the Patient | Abdominal Paracentesis         |
| Minor and Major Dressing     | Suture Removal                 |
| Introducing I V Cannula      | Foley's Catheterization        |
| Administering Medications    | Cardio Pulmonary Resuscitation |

### **EXPERIENCE DETAILS**

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- **Hospital Name:** **IQRAA INTERNATIONAL HOSPITAL, Calicut**  
Department: Transplant Ward  
Position: Staff Nurse  
Duration: 1<sup>st</sup> January 2016- Still Working
- **Hospital Name:** **St. JUDE'S HOSPITAL, Kottayam**  
Department: General Ward and Casualty  
Position: Staff Nurse  
Duration: 9<sup>th</sup> November 2009- 14<sup>th</sup> January 2012

### **ACADEMIC DETAILS**

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- **NTR University of Health Sciences**  
GNM- General Nursing Midwifery (2009),
- **Kerala Education Board,**  
Plus Two (2005),

## REGISTRATION DETAILS

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- Council Registration: Kerala State Nursing Council  
Registration No: 98417
- Council Registration: Andhra Nursing Council  
Registration No: 86238

## INSTRUMENTS HANDLED

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1. Pulse Oximeter
2. Glucometer
3. Infusion Pump and Syringe Pumps
4. Suction Apparatus
5. Nebulizer
6. Pulseoxymeter
7. E.C.G Machine and Audiometric Machine

## PERSONAL DETAILS

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|                 |                                  |
|-----------------|----------------------------------|
| Father's Name   | : Mohammed A.                    |
| Nationality     | : Indian                         |
| Date of Birth   | : 20/03/1987                     |
| Religion        | : Islam                          |
| Gender          | : Female                         |
| Marital Status  | : Married                        |
| Languages Known | : English, Malayalam and Telugu. |

## DECLARATION

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I do hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place: Calicut

Date:

**Sufiera T.K.**