

CURRICULUM VITAE

OBJECTIVES :

To obtain a position as a nurse that will enhance my skills and potentials and broaden my knowledge in preparing myself to be professionally and globally competitive.

PERSONAL PROFILE:

Name : K.Sheeja
Age : 26 years
Sex : Female
Marital Status : Married.
Visa status : Husband visa.
Qualification. : Diploma in General Nursing Midwifery.
India Nursing Registered no. : 168063.
U.A.E License : **M.O.H (P.N)**
M.O.H Registration no : **P N001675**
Current Address : Sharjah, U.A.E
Contact No : +971 502605626.
Languages known : English, Malayalam, Hindiand Tamil

Mail ID : Sheeja1994@gmail.com

PROFESSIONAL OUALIFICATION :

Qualification	Institution	Board / University state board	Year of passing	Percentage of mark
S.S.L.C	St.Joseph Convent Higher Secondary School.	State board	2009	67 %
H.S.C	Duthie Girls Higher Secondary School. Nagercoil.	State boards	2011	65 %
D.G.N.M	Matha college of Nursing , Manamadurai .	Government of State Board	2011-2015	74%

- ⇒ **Fundamentals of Nursing College** : Government Medical College Hospital, Sivagangai .
- ⇒ **Medical Surgical Nursing College** : Government Medical Hospital, Sivagangai .
- ⇒ **Pediatric Nursing College** : Government medical Hospital, Sivagangai .
- ⇒ **Psychiatric nursing College** : Chella muthu Hospital, Madurai.
- ⇒ **Midwifery gynaecology Nursing College** : Government Medical College Hospital, Sivagangai.
- ⇒ **Community Health nursing**
 - Σ **Urban** : Manamadurai.
 - Σ **Rural** : Annavasal , Kalpiravu.

EXPERIENCE :

➤ TABAREK SPECIALIZED CLINIC – Sharjah

Tenure : May 2019 to September 2019.
Designation : Assistant nurse (dental)

- ⇒ Handling duty in shift wise
- ⇒ Assist to doctor inside the clinic
- ⇒ Taking x-ray and send it to the lab stations.
- ⇒ Handling insurance approval for patients.
- ⇒ Worked extra hours when required.
- ⇒ Updating daily patient report to the owner

➤ CALWIN CARDIAC & DIABETIC HOSPITAL. Nagercoil.

Tenure : March 2016 to may 2018.
Designation : Senior staff nurse.

JOB RESPONSIBILITIES:

- ⇒ Assist doctors with in office.
- ⇒ Took samples and specimens for doctor- ordered lab tests
- ⇒ Worked extra hour with doctor at urgent care clinic caring for victims of domestic violence.
- ⇒ Primary care, assessment and evaluation of gynecological and obstetrical patients.
- ⇒ Train new staff on quality control and regulatory procedures.
- ⇒ Working in ICU care unit.

⇒ Making Microsoft XL sheet for daily in and out patient reports.

➤ **MOSES MATHIYAS CHILD CARE HOSPITAL** Nagercoil, India.

Tenure : March 2015 to feb. 2016.

Designation : Staff Nurse.

JOB RESPONSIBILITIES:

- ⇒ Providing medical care and information about disease and treatment plan to patient and their families.
- ⇒ Working in Neonatal Intensive care unit
- ⇒ Providing emotional support.
- ⇒ Giving vaccinations and taking patients histories during their visits.
- ⇒ Educate new mothers on breast feeding techniques and help to parents
- ⇒ Psychological support and health care.
- ⇒ Taking samples from patients and monitoring their pulse, temperature and blood pressure.
- ⇒ 24-hour shift work is usually a standard requirement of the job.

EXTRA CIRRICULAM ACTIVITIES:

Σ Participated in TB , World breast feeding Celebrated Anti Alcoholism , Cancer workshop .

RESEARCH - PROJECT WORK :

* Diabetes Mellitus

DECLARATION:

I do affirm that if given an opportunity to work in this organization, I shall work with sincerity and whole heartedly for the development of this organization.

Date :

Yours faithfully,

Place : Sharjah.

K.SHEEJA