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| img001_pp | **Gulfjobseeker.com CV No:** **754440****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link<http://www.gulfjobseeker.com/feedback/submit_fb.php>  |  |

# Objective

 Seeking a position in a well established institution where my professional and practical experience will be

effectively utilized and which offers professional growth and competency.

**Position Desired**

 **Application for the post of Registered Nurse/Dental Assistant/ Receptionist**

# Summary

* More than **13 Years** of overall experience in Multi Specialty Hospital/Clinic with extensive work experience in Medical, Surgical and Post Operative Wards.
* More than **10 Years** working experience in **DUBAI** with **GP, Gynecologist, Dentist** and **Surgeon**.
* Experience in **Front Office Management**, **Insurance Co-ordination** and **Computer Applications**.
* **Basic Life Support(BLS) training acquired and certification done from Al Zahra Hospital, Sharjah**
* **Infection Control Training and Fire&Safety Training acquired from Al Zahra Hospital, Sharjah**

# Education

* **Three year Diploma in General Nursing & Midwifery** with Kerala Nursing Council Registration, Cosmopolitan School of Nursing, Trivandrum, Kerala.
* **Bachelor of Arts in English Literature** from Kerala University.
* **MBA in Hospital Administration &Healthcare services** from Manipal University.

# Experience

* **Organisation : Al Zahra Hospital,Sharjah**

**Position :** Registered Nurse/Receptionist

**Department :** Dental Department

**Period :** March 2012 to till date

* **Organisation**  : **Dr. Mohan’s Clinic, Dubai, UAE**

**Position** : Staff Nurse/Receptionist

**Departments** :Medicine, Dental, Surgery ,Gynaec & Ortho

**Period**  : April 2004 – Oct 2010

* **Organisation**  : **Cosmopolitan Hospitals Pvt. Ltd, Trivandrum, Kerala, India**

**Position** : Staff Nurse

**Period**  : February 2000 – February 2004

**Departments :** Medical, surgical, post-operative wards, paediatric and ER

**Job Description**

* **As Staff Nurse**
* Assessing the physical conditions of the patient by observation, making records of admission and checking of vital signs
* Administration of medicines or Injections, calculation of dosages of drugs and monitoring their actions and side-effects and carrying out doctor’s orders for effective care of patient.
* Preparation of articles and atmosphere for Nursing procedures and exhibit motivation and dedication to provide high quality care to patients.
* Iv Cannulation, administration of IV fluids and Blood transfusion.
* Insertion of Nasogastric Tube and feeding maintaining the patency.
* Oral, nasal and Endotracheal tube suctioning and maintaining airway, bladder wash and catheterization.
* Cardiac monitoring, wound dressing, suturing, pre and post- operative care for all surgeries, management of all medical and surgical emergency.
* Maintaining adequate hydration, intake output chart, encourage patients to participate in dietary programs, and educate patients about follow up care.
* Observe changes in patient condition, Recording and reporting.
* **As Dental Assistant**
* Assisting General dentist in Root canal treatment, Composite fillings, Scaling and polishing, temporary fillings, screw posting after root canal, simple extractions.
* Assisting Maxillofacial Surgeon in Surgical extraction of Wisdom teeth, Apicectomy and other oral surgical procedures.
* Assisting prosthodontist in making of Crowns, veneers, Bridges, Night guards, Bleaching and whitening of teeth.
* Assisting Implantologist in preparing and placing of Implants.
* Assisting doctors in doing dental procedures under General Anaesthesia in Operation theatre in case of uncooperative patients or child patients.
* Confident of treating uncooperative patients in the dental chair with Nitrous oxide mask.
* Cleaning and autoclaving all the used instruments.
* Aware of developing digital x-ray, Panoramic x-ray, and manual x-rays.
* Aware of managing reception, filing, giving appointments, confirming their appointments by phone calls and sending message, checking the insurance cards and giving them guidance regarding the insurance coverage, and checking whether the approval is ready.

##  Personal Information

* . **Nationality :** Indian
* **Date of Birth** **:** 20 Aug 1978
* **Languages Known :** English, Arabic, Hindi, Tamil &Malayalam