MANPREET

[MANPREET.299434@2freemail.com](mailto:MANPREET.299434@2freemail.com)

**OBJECTIVE**

Intent to build career with leading corporate environment with committed and with dedicated people, which will help me to explore myself fully and realize my potential, willing to work as a key player in challenging and creative environment.

**ACADEMIC PROFILE**

\* B.Sc. (Nursing) from Baba Farid University, Faridkot.

\* GNM from Mata Sahib Kaur NSG Institute, Balongi

\* ANM from Rattan Professional College, Sohana

\* Secondary from PSEB Board with 62% marks in Mar. 1996

\* Matriculation from PSEB Board with 52% marks in Mar. 1994

**PRESENTLY WORKING**

Present Organisation : Fortis Hospital, Mohali

Duration : April, 2014 till date

Designation : Senior Staff Nurse

**JOB RESPONSIBILITIES** :

\* Providing consultation, diagnosis, treatment and follow up care of cancer patients under the direct supervision of an oncologist.

\* Efficiently coordinate and manage the patient processing and clinic flow in a timely manner while advocating for the patient and department needs.

\* Planning & achieving the department's nursing goals.

\* Provides high quality age/ developmentally and disease appropriate nursing care to achieve positive outcomes by assisting and collaborating with physicians, dosimetrist, therapist, nursing staff administration and other departments.

\* Assist with providing efficient management of the department day to day operations.

\* Ensures patient care by promoting and providing care that achieved positive outcomes.

\* Takes personal responsibilities and initiatives for performance and for professional growth and development.

\* Assess nutritional status of patient undergoing treatment.

\* Coordinate and manage patients requiring care at weekly treatment management, appointments and at additional assessments and interventions related to management of side effects.

\* Reporting any critical findings to the attending doctor in a timely manner while suggesting recommendations for cause and intervention needed.

\* Co-ordinate scheduling of **Brachytherapy,** Skin care prepration, O.T. Coordination.

\* Sterilization and preparation all equipments necessary for Brachytherapy procedures.

\* Setting up, cleaning up and assisting as scrub nurse with Oncologist.

\* Education of Brochytherapy procedures prior to and post procedures to the patients.

**EXPERIENCE**

\* Worked with Annie Heart, Sector 15, Chandigarh from Sept. 2002 to Dec. 2002 as ICU Staff.

\* Worked with GMSH, Sector 16, Chandigarh from Mar. 2003 to Aug. 2004 as ENT OT Assistant Nurse.

\* Worked with Fortis Hospital, Mohali from Aug. 2004 to Sept. 2007 as Emergency Staff.

\* Worked with Amar Hospital, Mohali from Jan. 2008 to Aug. 2011 as Emergency & Cath Lab Incharge.

\* Worked with Max Super Speciality Hospital, Mohali from Sept. 2011 to Apr. 2014 as Oncology Team Leader.

**CERTIFICATION**

\* ACLS & BLS Provider

\* Safe Injection Practices

\* Wound Management

\* ECG Certification

\* I.V. Certification

**COMPUTER PROFICIENCY**

\* Thorough with the operation of MS Access, MS Excel, MS Power Point and also with the application of Internet.

**PERSONAL TRAIT AND STRENGTHS & SKILL**

Interactive personality, soft spoken, fun loving, caring and professional in attitude with keenness towards gathering knowledge about new things and an affirmative attitude towards work.

**HOBBIES**

\* Reading

\* Painting

\* Cooking

**PERSONAL DETAILS**

\* Date of Birth : 10-05-1979

\* Languages known : English, Hindi & Punjabi

\* Nationality : Indian

\* Marital Status : Married

\* Blood Group : AB +ve

**DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge.