*I am 35 years old highly motivated and focused nurse leader with 10 years’ experience. Currently working in 100 bedded JCIA accredited hospital as an Assistant Director of Nursing; I oversee 2 critical care units and 6 departments. In the absence of Director of Nursing I am providing strategic management and leadership within the department and acting as Director of Nursing from December 2015.*



**ANU**

ASSISTANT DIRECTOR OF NURSING

Anu.336053@2freemail.com

**COVERING LETTER: Research focused nursing career**

**January 2017**

Dear Hiring Manager,

Through this letter, I want to introduce myself and to show my interest in applying for a research focused nursing career.

With more than 10 years’ experience, I am adept in directing, assigning and delegating hospital nursing activities in assigned units. I am looking for a career change with a goal in mind to work in a facility that can inspire me in continuous learning. I am preparing to start my PhD in nursing this year and started admission follow ups with three leading universities in United Kingdom which are offering online courses with proctored supervision and exams. Although the application: admission ratios are high for a PhD course from these universities, I am optimistic about getting an admission in 2017.

This new development in my career comes with a greater responsibility and focusing on my current administrative responsibilities together with studies are going to be a challenge especially considering I am also handling the role as acting director of nursing. In addition to that, finding a research supervisor with in UAE is another challenge that I am currently facing.

Considering the above, I am willing to take a step down in my career to find another way to advance my career with an organization such as CCAD, ICLDC, Danat Al Emarat that can assist in my career aspiration. My strategic objective is to work under a supervisor that value the importance of continuous education and getting support from likeminded professionals in the nursing department whose goal is to promote evidence and research based practice and better patient care.

Please review my attached resume & executive biography for additional details. For curriculum vitae, please visit my LinkedIn profile.

Sincerely,

**To**

Hiring Manager

Gulf Job Seeker

Abu Dhabi, UAE

**Name**

Anu

**DOB**

31-12-1981

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**ANU**

ASSISTANT DIRECTOR OF NURSING



b

**Bachelor (HONS) of Science in Nursing**

All India Institute of Medical Sciences

New Delhi, India

**Master of Science in Child Health Nursing**

St. John's Medical College

Bangalore, Karnataka, India

2010 - 2012

**EDUCATION**

1999 - 2003

**PROFILE**

**DOB**

31-12-1981

**Name**

Anu Mathew

**Basic Life Support Trainer**

American Heart Association | American Stroke Association

**People Management**

edX Verified Certificate | IIM Bangalore

**ISO Internal Auditor**

Lifecare Hospital Mussafah | Abu Dhabi

**CERTIFICATIONS**

**AWARDS**

**JCI Champion**

Lifecare Hospital Mussafah

Year 2015 JCI Audit

**Employee of the Month**

Lifecare Hospital Mussafah

May 2015





**EXPERIENCE**

**Assistant Director of Nursing &**

**Acting Director of Nursing**

Lifecare Hospital Mussafah

Abu Dhabi, UAE

2015 – Dec

To Present

**ACHIEVEMENTS**

Growth from 38 to 92 beds

Commissioned HDU

HAAD accredited HDU

Commissioned two labor rooms

HAAD accredited labor rooms

Lead JCI & ISO accreditation

Established AHA Training Site

ISO internal auditor

Successful people manager

**Nurse Educator**

Lifecare Hospital Mussafah

Abu Dhabi, UAE

2014 – May

To 2015 - Dec

2006 – July

To 2009 - Nov

**Staff Nurse (Ob /Gyn and Paediatric Operating Room)**

Latifa Hospital (Previously known as Al Wasl)

Dubai, UAE

2006 – July

To 2009 - Nov

**Staff Nurse (Neurosurgery Operating Room)**

All India Institute of Medical Sciences

New Delhi, India

Graphics Egg Advertising

Senior UI Designer in San Francisco, NY

Lorem ipsum dolor sit amet, consectetur conse adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

2010 - 2013

Freelancer

Graphics Designer & Web Developer

Lorem ipsum dolor sit amet, consectetur conse adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

2010 - 2013

**anu.mathew@outlook.com**

**+971564303888**



**ANU**

EXECUTIVE BIOGRAPHY

*An enthusiastic, hardworking and competent healthcare professional who possess the required level of nursing experience needed to deliver high quality, customer focused and clinically effective patient care in a modern well equipped clinical setting. After completing a Bachelor’s degree and a Master’s degree, supplemented by 8 – 10 years of national and international experience between the two, I have developed a refined set of personal, academic and professional competencies to bring good results in the diverse areas of nursing practice.*

I completed my Bachelor of Science in nursing in the year 2003 from All India Institute of Medical Sciences (AIIMS) which is the highest ranking medical hospital & autonomous university in India. After my graduation, I have 6 and half years of experience in operating room. During my education and experience working as a licensed staff nurse, I developed a strong foundation on nursing fundamentals and various subspecialties in nursing and I was being exposed to complicated patient conditions. I was rotated among various departments and clinics during those days which in turn helped me to be familiar with various health conditions. That time it was “learning by doing”.

After which I pursue my post-graduation (Master of Science in child health nursing) in the year 2012 from St. John’s Medical College Hospital an institution historically ranked one among the first ten medical hospital in India. The decision to pursue post-graduation was not easy as I had my elder son 9 months old and I was well paid employee working with Latifa Hospital (then known as Al-Wasl Hospital) which was operating under Dubai Health Authority. It was my passion and persistence for continuing education inspired me to take this strategic decision which required sacrificing my personal and financial well-being besides staying away from my family for a period of three years.

During my postgraduate studies, I was exposed to various clinical specialties in pediatrics, research, administration and statistical methods. I had a strong interest in nursing research and various statistical methods used. As a part of university requirement, I submitted the research study on a comparative study to “assess the nutritional status of developmentally delayed children compared with normal children, with a view to develop a nutritional guideline”. My academic performance, ability to learn, adaptability to change management and ability handle academic pressures helped me to complete the course with first class.

After completing my masters, I had a gap of practice for processing HAAD (Health Authority Abu Dhabi, United Arab Emirates) licensure which I utilized for attending continuing educational activities like workshops and seminars which helped me to be updated with current knowledge and practice. I cleared HAAD licensing examination with relative ease in the first attempt. I started my carrier as a nurse educator in Lifecare Hospital, Mussafah in Abu Dhabi in May 2014. I was promoted as Assistant Director of Nursing and Acting Director of Nursing after a time span of one and half years which indicates that I am a hard-working individual who is passionate about nursing profession and patient care. During my experience as an educator and as an administrator, I was exposed to various administrative as well as operational tasks which helped me to develop my leadership capabilities. I have strong personal and professional commitment. I am a part of various quality improvement projects and was also involved in extension of various departments and specialties in the organization. I am also the person responsible for representing nursing department during accreditations by different accrediting bodies.

My career goal is continuing my career as a successful nurse leader who can lead researches and publish them so that it is accessible to nursing professionals. I aim to provide patient care based on evidence based practices which will facilitate in early recovery and reduces the length of stay.

I believe in my knowledge base, experience, skills and motivation and for me patient care comes first.