**From**

Mrs Jemna

Jemna.338165@2freemail.com

Dubai

**To**

The Human Resource Department

**Dear Sir,**

**Sub: Submission of application for the post of Registered Nurse**

From reliable sources, I came to know that there are vacancies existing for the post of Registered Nurse in your esteemed organization. I offer myself as a candidate for the same. I have completed my M.Sc in Psychiatric Nursing, M.B.A in Hospital Management and a registered nurse from HAAD.

Iwould indeed be very happy to serve in your esteemed organization. Iam here with enclosing my resume for your perusal.

Waiting for a positive response.

**CURRICULUM VITAE**

**JEMNA**

**CARRIER OBJECTIVE:**

To work with an esteemed organization that will offer ample opportunity for the carrier development and individual excellence, so that I can contribute my best efforts for the growth of oneself and the organization.

**PERSONALITY PROFILE:**

Iam conscientious and careful worker, generally concentrating on attention detail and quality of work. I assure that I will discharge my duties to the entire satisfaction of my conscience and that of the organization rules, taking everything with a sense of dedication to my service.

**ACADEMIC QUALIFICATION:**

1. MBA HM (2011 – 2013): Vinayaka Mission University , Salem, India with 61.83%
2. M. Sc. Psychiatric Nursing (2009 – 2011): Laxmi Memorial College Of Nursing, Mangalore, Karnataka, India with 73.22%
3. Basic B. Sc. Nursing (2003- 2007): Pragyan College Of Nursing, Bhopal, Madhya Pradesh, India with 67%

**PROFESSIONAL EXPERIENCE**

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| --- | --- | --- | --- |
| **DESIGNATION** | **YEAR** | **DURATION** | **INSTITUTION** |
| Staff Nurse | 28th Feb 2014 To 22nd November 2016 | 2 Years& 9 months | The Payyannur Co-Operative Hospital Society, Payyannur, Kannur, Kerala |
| Lecturer | 7th June 2011 To 10th March 2013 | 3 Years & 9 Months | Department Of Mental Health Nursing, Canara College Of Nursing, Kundapur, Karanataka |
| Clinical Instructor | 11th July 2008 To 11th April 2009 | 9 Months | Pragyan College Of Nursing,Bhopal,Madhya Pradesh |
| Clinical Instructor | 24th Sep 2007 To 6th July 2008 | 9 Months | Indira Gandhi Co-Operative School Of Nursing, Cochin, Kerala |

**WORKSHOPS AND CONFERENCES ATTENDED:**

* Participated in the seventh national conference of society of midwives India held at Ramakrishna Mission Seva Prathisthan, Kolkatta on 2nd to 4th October 2008
* Organized workshop on ‘ Carthocare’ on 8th march 2009 at A J Institute Of Medical Sciences And Research Centre , Mangalore
* Take part in workshop on “ Innovations In Nursing Education – New Vision & Venture” held on 12th to 13th January, 2010 at City College Of Nursing, Mangalore
* Joined in workshop on” Biostatistics and nursing research” held on 17th Feb 2010 at Dr. M. V. Shetty College Of Nursing, Mangalore.
* Partaken in workshop on “Enhancing Skills for Nursing Research” held on 5th October 2010 at A. J. Institute Of Medical Sciences And Research Centre, Mangalore.
* Worked as a research co guide for postgraduate nursing students under Rajiv Gandhi University Of Health Sciences , Bangalore
* Worked as an invigilator for graduate and postgraduate nursing examations conducted under Rajiv Gandhi university of health sciences, Bangalore

**REGISTERED LICENSES:**

* **BLS** and **ACLS** trained by American heart association
* **HAAD RN**
* Registered nurse and midwives under Kerala Nurses And Midwives Council, India
* Registered member of Society of Midwives India

**DUTIES AND RESPONSIBILITIES:**

* Provides higher standard of care to the patients
* Provides initial assessment and care of patients with life threatening conditions
* Operates medical machineries, administer treatment and medications to the patients
* Competent in interpretation of ECG, arrhythmias and blood gases
* Maintains the safety and well-being of the patients and the staff in accordance with health and
* safety policy
* Establishes and develops effective communication with all disciplines
* Excellent in collection of blood specimens and IV cannulation
* Capable of assisting the physician for diagnostic and therapeutic procedures aseptically
* Ensure that all documentations completed are both accurate and legible
* Performs any job related duties, which is not assigned on the job descriptions, when assigned by the superiors

**CLINICAL POSTING AND EXPERIENCE:**

* Mental health nursing posting for four months in Father Mullers Medical College, Mangalore,
* Karnataka and one month in Central Institute Of Psychiatry, Ranchi during 2009 – 2011

**PERSONAL DETAILS**

Sex : Female

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi& Malayalam

**REFERENCES:**

References shall be provided up on request

**DECLARATION**

I solemnly declare that the above information is true as per my knowledge and faith