

**Monisha C/o 0501685421**

**Monisha.378589@2freemail.com**

**Personal Information**

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|  |  |  |  |
|  | Name | : Monisha  |
|  | Nationality | : Indian |
|  | Date of birth | : 25/05/1988 |
|  | Sex | : Female |
|  | Marital status | : Married |
|  |  |  |  |

**Visa Status**

On Husband’s Visa

**Passport Details**

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| --- | --- |
| Date of Issue | : 02/04/2012 |
| Date of Expiry | : 01/04/2022 |
| Place of Issue | : Cochin |
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**Languages Known**

English

Hindi (Average)

Malayalam

Tamil

**Resume of Monisha**



**Career in Brief**



Bsc. Nurse with more than six years of experience in the nursing field especially in Obstetrics, Gynecology, Emergency Department and Post-Operative Ward.



**Objective**

Seeking a challenging career where my existing skills are utilized to the fullest to acquire and improve my expertise in the field of Nursing.



**Professional Qualification**

**BSc. Nursing** (Sarvodaya College of Nursing ) from Rajeev Gandhi UniversityBangalore, India (62% Marks)



**Academic Qualifications**

* **S.S.L.C** (Mariagiri EMHSS, Peermade) Kerala, India (77% Marks)
* **PLUS TWO** (Mariagiri EMHSS, Peermade) Kerala, India (70% Marks)



**Experience**

1. **Emrise Technologies, Peermade, Kerala, India.**

(From October 2016 to June 2017)

* + **As Receptionist and Office Secretary.**
1. **Dhanvanthari Hospital, Gowdahanumaya Street, Tarikere,**

**Chickmagalur, Karnataka, India.**

(From October 2013 to September 2016)

**Department**

* + **Obstetrics and Gynecology Department**
1. **Apollo Clinic (An initiative of Apollo Hospitals), Electronics City, Bangalore, Karnataka, India.**

(From June 2012 to May 2013)

**Department**

* + **Emergency and Post-Operative Ward**
1. **Amrita Institute of Medical Sciences, Cochin, Kerala, India.**

(From **February 2010** to **April** 201**2**)

**Department**

* **Obstetrics and Gynecology Department**

**Resume of Monisha Liju**



**PROFFESIONAL SKILLS: (as Receptionist and office secretary)**

1. Communication Skills
2. Hospitality Skills
3. Pleasant personality
4. Multitask Handling

**PROFFESIONAL SKILLS: (as Staff Nurse)**

* **Emergency Management of Critically ill patients including:**
	1. Resuscitation
	2. Airway Clearance
	3. Initiate First aid measures in Emergency situations
* **Ward Management**
	+ 1. Hand over and take over the patients and ward equipment and supply.
		2. Keep the unit neat and tidy.
		3. Prepare and check unit supplies and consumptions.
		4. Supervise students and junior nursing personals.

**DUTIES AND RESPONSIBILITIES: (as Receptionist and office secretary)**

* Answer, screen and forward incoming phone calls.
* Receiving visitors at the front desk by greeting, welcoming and direct to the correct person and office.
* Perform other clerical receptionist duties such as filing, photocopying
* Order front office supplies and keep inventory of stock
* Arrange travel and accommodations, and prepare vouchers

**DUTIES AND RESPONSIBILITIES: (as Staff Nurse)**

* Applies knowledge and perform independent, competent skills and judgment in giving direct quality nursing care to the patient’s holistic approach.
* Perform professional nursing duties related to the treatment and welfare of the patients.
* Foster good nurse-patient relationship.
* Maintain patient record and respect patient privacy and confidentiality.
* Prepare and monitor patient’s diet record.
* Attending lectures and seminars.
* Administering IV fluids and giving Blood transfusions.
* Perform CPR, Suctioning Naso-Gastric Gavage and Lavage.
* Reports verbally and in writings the progress of the patients at each shift and change over.

**STRENGTHS:**

* Good team player, Positive thinking, Fast learner

**Declaration**

I hereby declare that all the details given above are true and correct to the best of my knowledge and belief.

**Date :**

**Monisha** **Place** **: Sharjah**