

**PREGITH**

**MSc ( Nursing )**

**Email:** **pregith.381098@2freemail.com**

**Nationality** **: Indian**

**Date of birth : 07/01/1986**

**Gender** **: Male**

**Marital status : Married**

**Religion** **: Christian**

**Languages Known**

**English, Malayalam, Hindi, Kannada**

**Passport Details**

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| **Place of Issue** | **: Trivandrum** |
| **Date of Issue** | **: 05/01/2017** |

**Date of Expiry : 04/01/2027**

**Visa Details**

**Visa Status** **: Visit Visa**

**Curriculum Vitae**

**OBJECTIVE:**

Seeking an opportunity to work with your esteemed institution contributing to the fulfillment of the institutional objectives by utilizing my skills and abilities & ensuring personal growth while being resourceful, innovative and flexible.

**FOR THE POST : PATIENT RELATION OFFICER / WARD CLERK/MEDICAL RECORD DEPARTMENT**

**WORK EXPERIENCE SUMMARY:**

**1. SIMONS NURSING ACADEMY,KERALA,INDIA**

Duration : 05/02/2014 to 15/03/2018 ( 4 YEARS )

Designation : Administrative Officer

Department. : Administration

**2. APOLLO HOSPITAL,AHMEDABAD,INDIA**

Duration : 09/02/2009 to 26/03/2010

Designation : Staff Nurse

Working Section : Medical Surgical

**CERTIFICATIONS:**

* Registered Nurse
* Medical coding

**PROFESSIONAL QUALIFICATIONS**

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|  | Siddaganga College of Nursing, Bangalore |
|  | Rajiv Gandhi University of Health Sciences |
| **MSc Nursing** | Duration of Study: 2004 – 2008 |

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| **BSc Nursing** | Anirudh College Of Nursing,Bangalore |
|  | Rajiv Gandhi University of Health Sciences |
|  | Duration of Study: 2004 – 2008 |

**PROFESSIONAL REGISTRATION**



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| **Type** | **License No.** | **Country** | **Date of Issue** | **Expiration** |  |
| **Date** |  |
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| **Karnataka Nursing** | 005919 | India | 10 February 2014 | Life Long |  |
| **council( MSc Nursing)** |  |
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| **Karnataka Nursing** | 17446 | India | 01st April 2009 | Life Long |  |
| **council( BSc Nursing)** |  |
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**EMPLOYMENT HISTORY**



* Worked as a **Administrative officer** in **Simons Academy**,kottayam,kerala from **February 05,2014** to **March 15,2018**.Simons Academy is an education institution for nurses to prepareHAAD,DHA,NCLEX & all Prometric exams.
* Worked as a **staff nurse** in **Apollo Hospital,**Ahmedabad from F**ebruary 09,2009** to **March** **26 ,2018**.Apollo Hospital is 400 bed Hospital

**SKILLS AND STRENGTH**



* Proficiency in MS office
* Maintaining Records and Reports
* Oral and written skills in communication
* Typing speed conformed to 45WPM
* Confident and Self motivated
* Can work under pressure
* Knowledge about medical terminolgy
* Ability to organize and implement work related activities
* Knowledge about Medical Record files

**EXPERINCE****ACQUIRED**



* General Administrative duties
* Handled Receptionist duties
* Maintained Files of Employees
* Maintained Attendance Management
* Coordination and Implementation of office procedures
* Handled external or internal communication systems
* Managing other clerical staff
* Organizing and arranging meetings and classes
* Teaching students-HAAD,DHA,PROMETRIC
* Joining and seperation formalities of employees

**PROFESSIONAL SKILLS**



* Assess overall needs of patients & allocate the available resources
* Leads nursing assisstants to provide optimal nursing care
* Assisst with orientation and introduction of new staff
* Receiving the patient,Medical administration
* Performance of CPR
* Managing medical and surgical cases
* Assisted various procedures
* Maintained all medical record files of patients

**CERTIFICATION**



* Advanced Certification in Medical Coding,Medical Billing

**COMPUTER KNOWLEDGE**



* MS office : word,power point,Excel
* Typing speed to 40 wpm
* Windows operating system



**Declaration**

I do here by declare that the above furnished details are true to best of my knowledge.

