

## CURRICULAM VITEA

### PERSONAL DETAILS

Name - LEENU JOY  
Date of birth. - 16-11-1995  
Sex. - Female  
Nationality -Indian  
Religion & caste. - Christian - Jacobite  
Marital status. - single  
Language known. - Malayalam  
Health. - Excellent  
Phone number - 9072701671  
Email ID - [leenujoy95@gmail.com](mailto:leenujoy95@gmail.com)

### SUMMARY OF QUALIFICATION

- Highly skilled in assessing planning implementing documenting coordinating and managing patient care in keeping with facility and hospital standard.
- In depth knowledge of communicating and collaborating with patients, family members, physicians and other health care professionals in achieving quality in patient care.
- Comprehensive knowledge of providing efficient patient care.
- Out standing interpersonal and communication skills.
- Superior accuracy in patient history.

### JOB RESPONSIBILITIES

- Provided care to one patient or a group of patient, co-operate with ward in charge and nursing for providing comprehensive nursing care.

### LANGUAGES KNOWN

Language	Read	Write	Speak
English	Excellent	Excellent	Excellent
Hindhi	Excellent	Excellent	Excellent
Malayalam	Excellent	Excellent	Excellent

## ACADEMIC QUALIFICATION

Examination passed	Board or University	Year of passing	Percentage
SSLC	Kerala state board of public examination	2011	87%
PLUS TWO	Kerala state board of higher secondary Examination	2013	72%

## PROFESSIONAL QUALIFICATIONS

Examination passed	Board or University	Year of passing	Percentage
Degree in B.Sc Nursing	Kerala University of Health and Science (KUHS)	2016	
		First year	63%
		Second year	65%
		Third year	65%
		Fourth year	65%

## DUTIES PERFORMED

- Bed making
- Maintenance of personal hygiene
- Giving medication
- Vital signs recording
- CVP monitoring
- Taking ECG
- Attending all emergency situation
- Assisted in Cardio Pulmonary Resuscitation
- Oxygen therapy
- Care of unconscious patients
- Suction ( oropharyngeal, Tracheostomy and Endotracheal )

- Tracheostomy care
- Care of Ventilator patients
- Bladder catheterization and irrigation
- Ryles tube feeding
- Blood transfusion
- Assisted for peritoneal dialysis
- Providing chest physiotherapy and Nebulisation
- Assisted in Normal and vacuum delivery
- Care of Wound

#### ADMINISTRATIVE RESPONSIBILITIES

- Co-ordinating of nursing activities, assigning and delegating duties responsibilities .
- Repair and replacement inventories and recording.
- Maintaining stocks, Central Sterile Supplies, Drugs and Miscellaneous at all time.

#### WORKSHOP ATTENDED

Workshop on Reflective practices at Aswini college of Nursing.

#### SUMMARY

Completed BSc Nursing programme and I am able to manage emergency situation with appropriate nursing care and skilled in emergency department and assisted various major and minor surgical procedure.