

From

SILPAMOL JACOB  
ANIYARA HOUSE  
KUMMANNOOR PO  
KOTTAYAM DIST  
KERALA- 686572

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To

Dear Sir/ Madam,

I wish to offer my candidature for the post of Staff Nurse. I am sharing my resume along with this cover letter for your kind contemplation and consideration. I hope my application will be considered and if given an opportunity I will serve to the best of my knowledge, ability and skills for the fulfillment of the goals of your esteemed organization.

I will be ever grateful for accepting my application.

Thanking you

Yours Sincerely

SILPAMOL JACOB

Date:

Place:

## CURRICULLAM VITAE



### Address for Communication:

Silpamol Jacob  
Aniyara House  
Kummannoor Po  
Kottayam Dist  
Kerala- 686572  
Ph – 9073257858 / 8547033723  
E Mail Id – jsilpamol@Gmail.Com

### Personal Details:

Date of Birth : 23/08/1993  
Age : 25 Years  
Gender : Female  
Nationality : Indian  
Religion : Christian  
Caste : Christian, RCSC  
Mother Tongue : Malayalam  
Marital Status : Unmarried  
Height : 156cm  
Blood group : 'B' Positive  
Father's Name : JACOB A J

### CAREER OBJECTIVE

Aim to be associated with the  
that Provides me an opportunity to show  
my skills and improve my knowledge  
latest trends and to be the part of the  
team that works dynamically  
growth of the

### LICENCE / CERTIFICATE

Registered Nurse : KL03201603868  
Passport No : N8589819  
Place of issue :  
Date of Issue :  
Date of Expiry :

### PRESENT ADDRESS

**Silpamol Jacob**  
Aniyara House  
Kummannoor Po  
Kottayam Dist  
Kerala- 686572  
Ph – 9073257858 / 8547033723

**PRESENT NURSING EXPERIENCE**

***Apollo Gleneagles Hospitals, Kolkata, India***

***www.apollogleneagles.in***

Apollo Hospitals, the largest healthcare group in Asia with JCI accredited. Apollo Gleneagles Hospitals, Kolkata is a 750 bed tertiary care centre. It has over 50 medical and surgical disciplines. Its services are supported by sophisticated technology and experienced medical professionals.

Date of Joining & period : 28<sup>th</sup> April, 2016, to 30<sup>th</sup> June, 2018  
Type of Experience : As a Staff nurse.  
Department : Gastro ITU  
Emp. No : 1058705  
Hospital capacity : 750 bedded JCI Reaccredited Hospital.  
No. of Beds : 14

**OTHER CERTIFICATES:**

**Kerala Registered Nurse : KL03201603868**

## **PATIENT CARE WHICH I CAN**

- Well versed in the cardio pulmonary resuscitation (as per ACLS protocol)
- Maintenance of good nurse patient relationship including orientation of patient to the unit or room and patient family education
  - Patient assessment and reassessment and nurses notes.
  - Check the vitals of the patient every hourly along with date and time (Eg. B.P., R.T. feeding, drainage etc.) Including pre and post operative care and documentation.
  - Maintenance of intravenous fluids and Ionotrops (Eg. T.P.N. Dopamine & NTG etc.)
  - Administrations of Medications in time (Eg. OD, BID, TID, QID, State, SOS etc.)
  - Monitoring of C.V.P. & I.C.P.
  - Hot & Cold Application (Eg. Ice Bag, Hot Water Bag, Cold Compress, Sterile hot compress and cold sponge).
  - Personal hygiene including assist in Activities of daily living.
  - Tracheostomy care of the patient (Eg. Suctioning, Tracheostomy dressing)
  - Care of pressure sore (Eg. Frequent Back care & positioning)
  - Maintenance of physical, social, psychological, spiritual & rehabilitative needs of the patients (Eg. Religious guidance)
  - DVT Prophylaxis
  - Prevention of aspiration
  - Colostomy care
  - GCS monitoring and close Neuro observation
  - Barthel index
  - Steam inhalation
  - Naso Gastric and PEG Tube feeding
  - Skin Traction application and Care
  - Care of ICD
  - Blood Transfusion
  - Management of Pain scale Adult and Pediatric
  - Care of invasive catheters (Eg. Central line, Arterial line, IV cannula, Foleys's catheter, epidural catheter, E.V.D.)
  - Maintaining records and reports
  - Supervision and orientation of student and new trainees.
- Follow-up Treatment.

## **EQUIPMENTS USED**

- |                         |               |
|-------------------------|---------------|
| ➤ Mechanical Ventilator |               |
| ➤ AED                   | ECG           |
| ➤ Defibrillator         | Syringe Pump  |
|                         | Infusion Pump |
| ➤ Pulse Oxymeter        | Steam Inhaler |
| ➤ I.C.U Monitor         | Glucometer    |
| ➤ C.V.P. Monitor        | Humidifier    |

## ➤ Suction Apparatus

- Nebulizer
- Computer
- ABG Machin
- Closed Suction
- B.P Monitor
- Air-Way adjunctives, L.M.A, Oral

## Warmer Machin ( Bair Hugger)

- CPAP Machine
- BIPAP Machin
- AMBU
- Cardiac Output Monitor  
and nasal Air way
- NIBP

## SPECIAL PROCEDURES | ASSISTED

- Resuscitation
- Endotracheal intubation and extubation.
- Arterial Canulation.
- Lumbar puncturing
- Central Venous Catheterization
- Pericardiocentesis
- Pleural fluid aspiration
- Bone marrow aspiration
- Closed Reduction and POP application
- Supra Pubical Catheterization
- Intercostal Drainage
- Suturing

## OTHER RESPONSIBILITIES

- Maintaining the drug & Investigations as per orders.
- Proper documentation of drugs administered and investigations done.
- Maintaining the equipment in working condition.
- Maintaining emergency drugs and equipments at accessible place.
- Proper monitoring of patient.
- Informing the doctor concerned whenever necessary.
- Barrier nursing
- Scrubbing, hand washing and aseptic precautions..
- Handling of critically ill patients
- Chemo Medicine Administration

## GENERAL

- Attended Basic Life Support, Advanced Cardiac life support, pediatric advanced life  
Support programme at Apollo Gleneagles Hospital, Kolkata.
- Attended IV Cannulation (peripheral and central access) conducted by BD  
Company.
- Attended seminar of Infection Control Programme, conducted at Apollo  
Gleneagles Hospital, Kolkata.
- Attended D.V.T Management Conducted by Mrs.Poulami Choudry.

- Attended Emergency drugs and drug calculation, PAIN Management and Hazmat and Spill management conducted at Apollo Gleneagles Hospitals, Kolkata.
- Attended Medication Management and its use by Dr.Mrinald Das HOD Pharmacy Department.
- Attended Nutrition Management for critical care patients conducted by Dr.Babitha HOD Dietary department.

## EDUCATION PROFILE

During my studies as a student nurse, the following works were assigned to me, which I have carried out successfully.

- ❖ Worked as a team member in the community development programs.
- ❖ Worked in different hospitals in Kerala as a trainee.
- ❖ Worked as a team member of pulse polio programme
- ❖ Participated in Blood Donation
- ❖ Participated in AIDs Control Programme

## ACADEMIC

| COURSE       | YEARS OF STUDY | NAME OF INSTITUTION          | BOARD/ UNIVERSITY |
|--------------|----------------|------------------------------|-------------------|
| S.S.L.C      | 2009           | Holy Cross<br>HSS Cherpunkal | Kerala Board      |
| Intermediate | 2011           | Holy Cross<br>HSS Cherpunkal | Kerala Board      |

## PROFESSIONAL

| COURSE        | YEARS OF  | NAME OF INSTITUTION           | BOARD/University                  |
|---------------|-----------|-------------------------------|-----------------------------------|
| B. Sc Nursing | 2011-2015 | University Collage of Nursing | Mahatma Gandhi University, Kerala |

## WORK EXPERIENCE

| Name of Hospital                   | Designation | Range of Service | Capacity of Hospital | Period of Employment |
|------------------------------------|-------------|------------------|----------------------|----------------------|
| Apollo Gleneagles Hospital Kolkata | Staff Nurse | Multispecialty   | 750 Beds             | From 2016 To 2018    |

## HOSPITALS I TRAINED

- Apollo Gleneagles Hospital, Kolkata

## COMPUTER SKILLS

- All Computer basics With Internet Knowledge
- Good skills in hospital based computer activities

## LANGUAGES

- English
- Malayalam
- Bengali
- Hindi

## INTERESTS

- Music
- Reading
- Traveling
- Conducting Programs
- Creativity

## STRENGTHS

- Desire to learn
- Hard-working
- Positive attitude
- Cool minded
- Team building ability
- Problem solving capability
- A good team player

## ACHIEVEMENTS

- Have been involved in different work groups for various activities like conducting Seminars, symposium conducted in college and hospital.
- Participated in many School, College and Hospital Competitions.

#### REFERENCES

1. Mrs.LAKSHMI BATTACHARYA, Director of Nursing
2. Mrs. Manjari Mishra, Nursing Superintendent
3. Mrs. Rana Das Gupta, CEO
4. Mr. Joydeep ,HR Manager
5. Mrs. Reji Thomas, Principal of University College of Nursing,

*APOLLO GLENEAGLES HOSPITALS, KOLKATA, INDIA*

#### DECLARATION

I hereby state that the above mentioned information is true to the best of my knowledge and belief.

**SILPAMOL JACOB**

**Date:-**

**Place:-**