

From,
Ms. Divya Mohandas
Kalambattukudy (H)
Koodalappadu
Koovappady (P.O)

To,
The HR Department
Rajagiri Hospital
Aluva, Eranakulam

Respected Sir/Madam,

Subject: application for the post of Staff Nurse

I **Ms. Divya Mohandas**, requesting to you to give me an opportunity to work in your esteemed institution as a staff nurse. I completed my Basic BSc Nursing degree in 2015 June, from Manipal College of Nursing, Mangalore. If appointed, I will discharge my duties to the entire satisfaction of my Superiors. I am here by enclosing my biodata for your kind perusal. Please do the needful.

I am looking forward to hear from you early.

Thanking you,
Yours faithfully,

Divya

(Divya Mohandas)

Enclosure: (1) Personal Data
(2) Curriculum Vitae

PERSONAL DETAILS

Name : Ms. Divya Mohandas
Age : 21 years
Sex : Female
Marital status : Single
Date of birth : 21.09.1993
Place of birth : Kothamangalam
Nationality : Indian
Religion : Hindu
Father's Name : Mr. Mohandas .K
Mother's Name : Mrs. Bindu Mohandas
Contact Address : Ms. Divya Mohandas
D\o Mohandas .K
Kalambattukudy (H)
Koovappady (P.O)
Pin - 683544
Ernakulum, Kerala
Phone No.(Res.) : 9526337948
: 09731919066
E-mail id : mohandasdivya3@gmail.com

CAREER OBJECTIVES:

- To survive for the highest competence in patient care, both personally and professionally and to update the nursing knowledge.
- To work in a challenging nursing area.

CURRICULUM VITAE

Professional Qualification : B.Sc. in Nursing

Language

Write & Read : English, Hindi, Malayalam.

Speak : English, Hindi, Malayalam,
Kannada

Hobbies : Reading Books,
Watching News
Listening to Music

EDUCATIONAL QUALIFICATION

Examination	Year of completion	Board/ University	Name of the Institution	Percentage obtained
S.S.L.C	2009	Kerala Secondary Examination Board	St. Joseph's girls high school, Chengal	90%
IIInd PUC	2011		Govt. Girls higher secondary school, Perumbavore	72.35%
I Year BSc Nursing	2012	Manipal University, Karnataka	Manipal College Of Nursing, Mangalore	63.55%
II Year BSc Nursing	2013	Manipal University, Karnataka	Manipal College Of Nursing, Mangalore	63%
III Year BSc Nursing	2014	Manipal University, Karnataka	Manipal College Of Nursing, Mangalore	66.33%
IVth Year BSc Nursing	2015	Manipal University, Karnataka	Manipal College Of Nursing, Mangalore	67.25%

PERSONAL TRAITS:

- Good communication skills
- Self confidence
- Caring nature
- Good observation skills
- Creativity
- Good leadership skills
- Problem solving skills
- Assertive
- Ambitious

CLINICAL EXPERIENCE

Sl. No	Name of the Institution	Speciality
1	Kasturba Medical College Hospital, Attavar&Ambedkar Circle Mangalore.	Medical Surgical Nursing
2	<ul style="list-style-type: none">● Kasturba Medical College Hospital Attavar, Mangalore● Lady Goshen Hospital, Mangalore	Obstetrics and Gynecology Nursing
3	Ashok Nagar chilimbigudda, Mangalore	Community Health Nursing
4	Bolloor ,Mangalore	
5	Shivanagar Vamanjoor, Mangalore	
6	Kasturba Medical College Hospital, Attavar Mangalore	<ul style="list-style-type: none">● Mental Health Nursing● Child Health Nursing
7	Manipal University ,Manipal	Administration visits to

Research conducted:

Conducted a group research on the topic '*A study to determine the knowledge and attitude among school children regarding HIV/AIDS and its prevention*'

Clinical Experience in Internship Period:

Sl no	Area worked	Name of the Hospital	Duration
1	Intensive Care Unit	KMC Hospital, Attavar	1 month
2	Casualty	KMC Hospital, Ambedkar circle.	1 month
3	Semi special Ward	KMC Hospital, Ambedkar circle.	1 month
4	General Ward	KMC Hospital, Attavar	1 month

Clinical Experience as a Staff Nurse

Sl No	Area worked	Name of the Hospital	Duration
1	Different wards	Kasturba Hospital, Manipal	2 years (still working)

Attended Conferences/workshop/Seminars/CNE

Seminar/workshops attended:

Sl No.	Date	Topic	Organized By	Place
1	September 2012	Seminar on Dementia	Kasturba Medical College Mangalore and 'Manaswini' Thunga Institute Of Psychiatry and Counselling Balmatta, Mangalore	KMC Hospital , Attavar Mangalore
2	March 2013	Evidence Based Practice	Manipal College of Nursing , Mangalore	Lecture Hall 2 Manipal College of Nursing Mangalore

Participating in national and international health programmes

- Participated in Memory Walk, organized in commemoration of World Alzheimer's Day by Kasturba Medical College Hospital , Mangalore (2011,2012,2013)
- Participated in Heart Day Run, organized by Kasturba Medical College Hospital , Mangalore (2011,2012,2013,2014)
- World Environment Day Campaign ,organized by Kasturba Medical College Hospital, Manipal (2012)
- Participated in Collage Presentation on World Alzheimer's day organized by Kasturba Medical College Hospital ,Mangalore (2012)

Extracurricular Activities

- Participated and secured prizes in various cultural and sports competitions.

REFERENCES

1. H R Department
Kasturba Hospital
Manipal
Phone No:8202571201
Email:kh@manipal.edu
2. Dr.Christopher Sudhakar
Dean
Manipal College of Nursing,
Mangalore
3. Ranjini .P
Assi.Professor
Manipal College of Nursing
Mangalore
Phone No:09036252516

Acknowledgement

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge and belief and that at all times, I shall carry myself in a manner that lends dignity to the organization and worthy enough of the person.

Place: Manipal

Date: 27.06.2017

Yours faithfully

Divya

(Divya Mohandas)

