

From,

**KETZIYA .G**  
**Arakkal house**  
**Thabore p.o**  
**Mookkannoor**  
**Ernakulam (Dist)**  
PIN. 683577

*EMAIL:Ketziya03@gmail.com*

To,

*Dear Sir / Madam,*

*Sub: Application for the post of Staff Nurse*

*I wish to submit my Resume for your kind consideration and early favorable orders. Please consider my resume, and give me an opportunity to work in your esteemed organization. If given an opportunity to work I shall endeavor to satisfy my superiors to best of my knowledge ability and earn your esteemed confidence and remain grateful to you.*

. *Thanking you*

**KETZIYA.G**

Date:

Place:

**RESUME**

<p><b><u>ADDRESS OF COMMUNICATION:</u></b></p> <p>KETZIYA.G STAFF NURSE APOLLO HEALTH CITY,</p>	<p><b><u>CAREER OBJECTIVE:</u></b></p> <p>Aim to be associated with the organization that provides me an opportunity to show my skills and improve my knowledge with latest trends and to be the part of the team that works dynamically towards the growth of the organization.</p>
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<p>JUBILEE HILLS, HYDERABAD, TELANGANA Pin: 500 033 Ph: 7842497873 <b>Email: Ketziya03@gmail.com</b></p> <p><b><u>PERSONAL DETAILS:</u></b></p> <p>Father's Name : <b>GEORGE</b> Date of Birth : 03/05/1993 Age : 25years Gender : Female Religion : Christian, Mother Tongue : Malayalam Marital Status : Single Height : 158 cm Blood Group : O POSITIVE Language : English, Telugu, Malayalam, Tamil.</p>	<p><b><u>STRENGTHS:</u></b></p> <ul style="list-style-type: none"> <li>➤ I believe in confidence and hard working.</li> <li>➤ My loyalty and sincerity will be the key for my success.</li> <li>➤ I am ready to shoulder any responsibility.</li> </ul> <p><b><u>CERTIFICATIONS</u></b> Nursing reg.no: 10Z7419</p> <p><b><u>PASSPORT DETAILS:</u></b> Passport No:P4484920</p>
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**ACADEMIC QUALIFICATION:**

COURSE	YEAR	NAME OF THE INSTITUTION	UNIVERSITY / BOARD	PERCENTAGE
SSLC	2008	FATIMA GIRLS HIGHER SECONDARY SCHOOL, GUDALUR	Board of Public Examinations	87%
Higher Secondary Plus Two	2010	FATIMA GIRLS HIGHER SECONDARY SCHOOL, GUDALUR	Board of Higher Secondary Examinations	85%

**PROFESSIONAL QUALIFICATION:**

Course	Year	Name of the institution	University / Board	Percentage
Basic B.Sc Nursing	2010-2014	GAYATHRI DEVI COLLEGE OF NURSING, BANGALORE	RAJIV GANDHI UNIVERSITY OF NURSING	1 <sup>st</sup> year 73 % 2 <sup>nd</sup> year 70 % 3 <sup>rd</sup> year 76 % 4 <sup>th</sup> year 72 %

**EXPERIENCE DETAILS:**

<b>Nature of work</b>	<b>Period</b>	<b>Job Title</b>	<b>Name of Hospital</b>
Medical & Surgical services	Internship 6/11/2014 to 22/6/2015 Worked as a registered staff 23/06/2015 to till date 06/06/2018	Staff Nurse	Apollo Health City, Jubilee Hills, Hyderabad

**PRESENT NURSING EXPERIENCE:**

**Apollo Health City  
Jubilee Hills, Hyderabad, Andhra Pradesh, India.**

Apollo Hospitals, the largest healthcare group in Asia with JCI accredited, Apollo Health City, Jubilee Hills, Hyderabad is a 550 bedded tertiary care centre. It has over 50 medical and surgical disciplines. Its services are supported by sophisticated technology and experienced medical professionals.

Web Site : [www.apollohospitalsgroup.com](http://www.apollohospitalsgroup.com)

Designation. : Staff Nurse

Area of work : Medical & Surgical services

Hospital Capacity: 550 Bedded JCI Reaccredited Hospital (2015& 2018)

Emp. No. : 146980

Date of Joining : 23/06/2015 to 06/06/2018






















**PATIENT CARE WHICH CAN**

- ❖ Managing all emergency conditions like M.I, and other conditions
- ❖ 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 (E.g. B.P., R.T feeding, drainage etc.) Including pre and post operative care and documentation.
- ❖ Maintenance of intravenous fluids and inotrops (E.g. T.P.N Dopamine & NTG etc.)




- ❖ Administration of Medications in time (E.g. OD, BID, TID, QID, State, SOS etc.)
- ❖ Monitoring of C.V.P & I.C.P.
- ❖ Hot & Cold Application (E.g. Ice Bag, Hot Water Bag, Cold Compress, Sterile hot compress and cold sponge.)
- ❖ Bladder wash and Enema
- ❖ Care of patients with transmission based precautions like,droplet,aire borne ,contact
- ❖ All BUNDLES (VAP,CAUTI,CLBSI,SSI,PRESSURE ULCER)
- ❖ Personal hygiene including assist in Activities of daily living.
- ❖ IV CANNULATION
- ❖ Collection of specimens (SERUM,ABG,URINE,AND SPUTUM,H1NI,CSF)
- ❖ Tracheotomy care of the patient (E.g. Suctioning, Tracheotomy dressing)
- ❖ Care of pressure sore (E.g. Frequent Back care& Positioning)
- ❖ Maintenance of physical, social, psychological, spiritual & rehabilitative needs of the patients (E.g. Religious guidance)
- ❖ DVT Prophylaxis
- ❖ Prevention of aspiration
- ❖ Colostomy care
- ❖ GCS monitoring and close Neuro observation
- ❖ BUNDLES
- ❖ 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 (E.g. Central line, Arterial line, IV Cannula, Foleys's catheter, epidural catheter,)
- ❖ Maintaining records and reports
- ❖ Supervision and orientation of student and new trainees.
- ❖ Follow-up Treatment.

**EQUIPMENTS USED:**

	Defibrillator		ECG
	Pulse Oxymeter		Syringe Pump
	I.C.U Monitor		Steam inhaler
	C.V.P Monitor		Glucometer
	Suction Apparatus		Humidifier
	Nebulizer		Warmer Machine
	Computer		CPAP Machine
	ABG Machine		BIPAP Machine
	Closed suction system		AMBU
	A.B.P Monitor		Cardiac output monitor
	SCD		Feeding pump
	Closed suction system		

**SPECIAL PROCEDURES I ASSISTED:**

-  Resuscitation
-  Endotracheal intubation and extubation
-  Arterial cannulation

- ☼ Lumbar puncturing
- ☼ Central venous catheterization
- ☼ Pericardiocentesis
- ☼ Pleural fluid aspiration
- ☼ ICD Insertion
- ☼ Bone marrow aspiration
- ☼ Closed Reduction and POP application
- ☼ Supra Pubical catheterization
- ☼ Intercostals 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.
- ☼ Transportation of critically ill patients.

**GENERAL:**

- ☛ Attended Basic Life Support, Advanced Cardiac Life support, pediatric advanced life support, Neonatal Advanced Life Support programme at Apollo Hospital, Jubilee Hills,Hyderabad.
- ☛ Attended joint commission international Apollo hospital jubilee hills 2015
- ☛ Participated master training of infection control in Apollo hospital 2015
- ☛ Attended IV Canulation (peripheral and central access) conducted by BD Company.
- ☛ Attended seminar Infection control programme, conducted at Apollo Hospitals, Jubilee Hills, Hyderabad.
- ☛ Successfully completed the NURSES ORIENTAITON TRAINING PROGRAMME conducted by Apollo Health City.
- ☛ Participated in panel discussion on Hospital Acquired Infection and new research studies.
- ☛ Participation in blood transfusion & safety program organized by Apollo Health City participation in MET and CODE BLUE, PATIENT SAFETY AND QUALITY SERVICE programs organized by Apollo Health City.

### **HOSPITALS TRAINED DURING STUDY COURSE**

Hosmat ortho and neuro hospital.Bangalore  
 Indiragandhi childrens hospital.Bangalore  
 Spandana psychiatric hospital.Bangalore.  
**maternal corporation hospital.Bangalore.**

### **COMPUTER SKILLS**

- ☛ All computer basics with Internet Knowledge
- ☛ Good skills in hospital based computer activities

### **STRENGTHS:**

- ☛ Desire to learn

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

**REFERENCES:**

**1. Mrs.Sarvageet kaur**  
**Nursing Director**  
Apollo Health City  
Apollo Hospitals  
Hyderabad  
ph :040-23607777

**2. CH.SURESH REDDY**  
**HR Manager,**  
Apollo Health City  
Jubilee Hills, Hyderabad.  
Ph:040-23607777

**3. Mrs. NIRMALA DEVI**  
**Principal**  
**GAYATHRI DEVI COLLEGE OF NURSING,**  
**BANGALORE**

**DECLARATION:**

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief. I submit my resume for your kind observation & favorable order. Hope my skills are sufficient for your requirement. I humbly request your goodself to permit a chance to work in your esteemed hospital.



Place:

Yours sincerely,

Date:

**KETZIYA.G**