

RESUME

PARAYIL HOUSE
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MRS. KALA RAJESH

➤ CAREER OBJECTIVE

Looking for a challenging career with a reputed organization which demands the best of my professional ability in the field of General Nursing, which helps me in broadening and enhancing my current skill and knowledge and where in I have good scope for learning.

➤ PERSONAL INFORMATION

Name : Mrs. Kala Rajesh
Father's Name : Mr Suresan Achary
Husband's Name : Mr Rajesh RV
Date of Birth : 3rd . Mar. 1986
Marital Status : Married
Gender : Female
Children : One Daughter
Nationality : Indian

➤ PASSPORT DETAILS

Passport Number : R1121583
Place of issue : Trivandrum
Date of Issue : 23/05/2017
Date of Expiry : 22/05/2027

➤ EDUCATIONAL PROFILE

➤ Academic

Qualification	Institution	Year	Board /University
Higher Secondary	A.M.M Higher Secondary School, Edayaranmula	2001-2003	Govt, of India
Secondary School Leaving Certificate.	St.Mary's G.H.S, Kozhencherry, Kerala.	2001	Govt, of India

➤ PROFESSIONAL

Qualification	Institution	Year	Board / University
Diploma in General Nursing and Midwifery. (GNM)	Muthoot Medical Centre, Kozhencherry.	2004-2007	Kerala Nursing Council

➤ PROFESSIONAL REGISTRATION

Kerala Nursing Council – 2007

➤ EXPERIENCE DETAILS

Experience : 9 years + 11 months

➤ EMPLOYMENT HISTORY

Institution	Duration
Fortis Escorts Hospital Faridabad	November 2012 – 27/02/2017
Max Hospital, Noida- A Branch Of Max Hearth Care Company.	July 2008-October 2012
Muthoot Medical Centre, Kozhencherry	March 2007-July 2008

➤ JOB EXPERIENCE AT MAX HOSPITAL

Clinical Area : Medical And Surgical Ward.

FOLLOWING NURSING PROCESS IN ASSESSING, PLANNING, IMPLEMENTATION AND EVALUATING, DAILY INDIVIDUAL PATIENT CARE.

➤ ADMISSION OF PATIENTS

- Receiving the patient to their room
- Orientation is given about the ward, in-charge sister and all other staff,
- Instructions are given about rules and regulations of the Hospital
- Information is given to the duty doctor about the Patient.

➤ PATIENT CARE

- Checking the vital signs of patient.
- Checking Doctors orders and administering medicines-oral, intravenous, intramuscular, sublingual and through I V Fluids.
- Maintaining intake and output chart .
- Maintaining Blood Sugar level by giving Insulin therapy.
- Doing IV cannulation, catheterization
- Administering oxygen Therapy for antenatal patients
- Check the fetal heart rate

- Giving bowel wash, enema and administering suppositories for attending the elimination needs of patient.
- Fluid and electrolyte balance maintaining by administering IV Fluids and oral
- Electrolytic Agent
- Attending nutritional needs
- Giving diabetic diet to antenatal diabetic patients.
- Checking vaginal bleeding after delivery
- Check the contraction & pain of the antenatal patients

➤ PRE-OPERATIVE CARE

- Taking consent of relatives for surgery
- Informing to the operation Theatre
- Informing the anaesthetist for pre-anesthesia Check-Up
- Preparing the patient for surgery by giving psychological support
- Preparing the part of surgery
- Keeping the patient nil per oral as per the Doctors order
- Giving Pre-Medications before sending to the OT
- Shifting the patient to the OT

➤ POST-OPERATIVE CARE

- Receiving the patient from the post operative room
- Watching the wound bleeding and wound infection
- Using aseptic techniques while handling surgical wound
- Dressing Surgical wound
- Maintaining nutritional balance by giving IV fluids
- Removing wound Stitches by Doctor's order
- Health education given about nutritional status, personal Hygiene and follow up care .

➤ JOB EXPERIENCE AT FORTIS HOSPITAL

Working as an Incharge in Medical Surgical Ward

➤ SPECIAL DUTIES

Giving supervision and guidance to Non-professional workers

Maintaining Inventory

Receiving Store things and keeping it ready for use

Attending doctors rounds

➤ EQUIPMENT USED

- Oxygen cylinder
- Thermometer
- Suction apparatus
- Nebuliser
- Ventilator
- Cardiac monitor
- B. P. Apparatus

➤ GLUCO METER

- Syringe pump
- IV Infusion Sets
- Ambu Bag and
- ECG Machine

➤ EMPLOYMENT HISTORY

Institution	Duration
Muthoot Medical Centre Kozhencherry.Kerala.	Mar 2007 to-June 2008

➤ JOB EXPERIENCE AT MUTHOOT CENTRE, KOZHENCHERRY

Clinical Area: Pre and Post operative ICU

FOLLOWING NURSING PROCESS IN ASSESSING, PLANNING, IMPLEMENTATION AND EVALUATING, DAILY INDIVIDUAL PATIENT CARE.

➤ NATURE OF WORK

- Caring of sick patients
- Assessment of patients condition
- Proper positioning of patients
- Maintaining of ABC
- Vital monitoring

- Oxygen administration
- Suction under strict aseptic – technic
- IV cannulation for fluid & medication administration
- Catheterization
- Ryle tube insertion
- Maintaining patient airway
- Maintaining fluid electrolyte balance
- Maintaining hygiene
- Rehabilitation teaching
- Giving psychological support

➤ SPECIAL DUTIES

- Infection control
- Checking working conditions of equipments
- Maintaining reports & records
- Maintaining crash carts

➤ KEY STRENGTHS

- Strong commitment to standards of excellence in professional Nursing
- Excellent Communication with others in dissemination of Information
- Enjoy meeting new challenges .
- Co-ordination with all level of allied professionals

➤ LANGUAGE PROFICIENCY

Fluent in English , Malayalam and Hindi

➤ HOBBIES

- Reading to keep knowledge updated
- Listening to music

➤ REFERENCE

Muthoot Medical Centre : **SR. JULIANA**
Max Health Care : **SR. GIBI AUGUSTINE**
Fortis Hospital : **SR. RATNA .N. RANA**