

CURRICULAM VITAE

ARCHANA V RAJ

Mobile : 9633991480 , 8136 9403 67

Email : archanavraj58@gmail.com



CAREER OBJECTIVES:-

To gain exposure to new challenges in clinical Nursing field and contribute wholly to the welfare of the institutions through my specialized skill and experience. And also intend to build a career with a committed and dedicated mind. A challenging job as a Nurse where I can serve the people and I would be able to implement my skills in Nursing, meet challenges and gain further growth.

Designation : Staff Nurse
Total experience : 1 year

HOSPITAL DETAILS :

MOSC MEDICAL COLLEGE HOSPITAL

Area of specialization : Neuro medicine and surgery ward
Size of Hospital : 1500 Bedded
Period : December 20th 2018 to still continuing
Range of service : Multi speciality

REGISTRATION DETAILS

Registration No : 12364001
Date : 29th December 2017
Place : Dr .NTR University of health science Vijayawada
Registration No : KL 04201802746
Date : 15th September 2018

ACADEMIC QUALIFICATION:

Qualification	Institution	Board	Year
S.S.L.C	SVHS Pandanad	KERALA STATE	2009-2010
Higher Secondary Examination (Plus Two)	Nair samajam Higher Secondary School Mannar	KERALA STATE	2011-2012

PROFESSIONAL QUALIFICATION AND REGISTRATION:

Qualification and Registration	Institution	University/Board	year
BSC Nursing	Chandana college of nursing	Dr.NTR University of Health Science	2012-2017

Registered as a nurse, midwife under the Kerala State Nursing Council.

Duties & Responsibilities

- Doing assessment and physical examination
- Recording Vital Signs
- Maintaining Personal Hygiene
- Waste management
- Endo tracheal and oral suctioning
- Ryles tube insertion
- Oxygen administration
- Nasogastric tube insertion
- Splinting and cast application in trauma cases
- Administer medications (IV,IM,SC, ET)
- Assisted in secondary suturing
- Collection of blood and other specimens (sputum, ET aspirants, peripheral smears) for diagnostic procedures
- Develop patient care plans according to patient needs
- Handled safety and emergency practices in procedure
- Infection control and disinfection of articles
- Attended CODE BLUE calls as provider(Emergency Response System)
- Urinary catheter insertion
- Maintained a safe and secure environment for patient and families also for staff
- Helping Doctors in diagnostic tests and treatment
- Following Doctor's orders
- Care of dying patients discharge and transfer of patient

HEALTH PROGRAMME ATTENDED:

- CNE ONE EMERGENCIES IN NURSING
- INFECTION CONTROL PROGRAMME
- IMMUNIZATION PROGRAMME

*WORKSHOP ON CANNULIZATION

* TRAINING PROGRAMME ON BEST PRACTICE IN PHLEBOTOMY AND SPECIMEN COLLECTION

SKILLS ACQUIRED

- Bed side patient nursing care
- Supervise the patient care within the Neuro Surgery department
- Ability to work independent basis
- Critical thinking
- Coordination
- Active listening
- Judgement and decision making
- Time management

Equipments Handled

- Cardiac monitor
- ECG machine

- Glucometer
- IV Infusion Pump
- Syringe Pump
- Nebulizer
- Steam Inhaler
- Pulse Oxymeter
- Laryngoscope
- Suction machine
- Ultra Sound machine
- Cardiac machine
- Oxygen flow meter
- De fibrilliator

JOB DESCRIPTION

- Receiving patient to the ward assisting doctors bedside procedure and other procedure
- Assisting consultants in morning evening rounds and complete their orders 100 percentages
- Administration medications
- Maintain communication between medical staff and department heads by attending board meeting and coordination
- Post operative dressing
- Assist family members in understanding their roles in promoting successful therapy and rehabilitation
- Responsible for maintaining unit /hospital equipments in efficient function order through proper care

PERSONAL DETAILS:

Father's Name : Mr. Rajendran P K
 Date of Birth : 28-08-1994
 Marital Status : Single
 Sex : Female
 Nationality : Indian
 Mother Tongue : Malayalam
 Religion : Hindu
 Permenant Address : Valiyezhathu I House
 Pandanad P O
 Chengannoor
 Alappuzha Dist
 Kerala-686641

Languages Known : English, Hindi, Malayalam, Telugu
My Strengths : Hard working, confident, Sincere, Active
Extra curricular : Arts; Dancer , Computer operating

Declaration:

I hereby inform you that all of the above details are furnished according to the best of my knowledge.

Yours Sincerely

Place : Chengannoor

Date :

(ARCHANA V RAJ)



MALANKARA ORTHODOX SYRIAN CHURCH MEDICAL COLLEGE HOSPITAL

(AN INSTITUTE UNDER THE MALANKARA ORTHODOX SYRIAN CHURCH MEDICAL MISSION)

KOLENCHERY, ERNAKULAM DISTRICT, KERALA, INDIA. PIN-682311, Telephone: 0484-2760251, 3055555
3055666, Fax: 2760409, E-mail: mmmhn@moscmm.org, www.moscmm.org

21.12.2019

OFFICE OF THE NURSING SUPERINTENDENT **TRAINEE EXPERIENCE CERTIFICATE**

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Archana V Raj** was engaged with us as a '**Registered Nurse Trainee**' 48 hrs/week as per Govt. order 1198/2012 Labour dt 04/08/2012 in the '**Neurology ward**' of this collegiate hospital from **20.12.2018 to 19.12.2019**.

MOSC MCH is a **1100 bedded** multi-super specialty collegiate hospital with all the departments equipped with modern facilities, infrastructure and health care delivery system.

Her work, character and conduct have been found good.


Lt. Col. Gracy Joseph (Retd)
Nursing Superintendent.

NURSING SUPERINTENDENT
MALANKARA ORTHODOX SYRIAN CHURCH
MEDICAL COLLEGE HOSPITAL
KOLENCHERY - 682 311





KL04201802746

Kerala Nurses And Midwives Council



REGISTRATION CERTIFICATE



This is to certify that

ARCHANA V RAJ

having undergone a programme at

Chandana College of Nursing, Suryapet, Nalgonda District

from *February 2012 to November 2016*

has passed the examination for B.Sc. Nursing conducted by the

Dr. N.T.R. University of Health Sciences, A.P., Vijayawada

in *December 2016* and is permitted to practice as a Nurse and Midwife under
the provisions of the Nurses and Midwives Act,1953.

The number assigned to her in the Register is **KL04201802746**
dated **15th September 2018** valid upto **14th September 2023**.

Thiruvananthapuram

Dated: 15-09-2018


Registrar

Kerala Nurses and Midwives Council

PROF. VALSA. K. PANICKER

Registrar

Kerala Nurses and Midwives Council

Red Cross Road

Thiruvananthapuram-695 035

0159666

047383



DR. NTR UNIVERSITY OF HEALTH SCIENCES

ANDHRA PRADESH



FACULTY OF NURSING

This is to certify that

Archana V Raj

has been awarded the Degree in
Bachelor of Science in Nursing

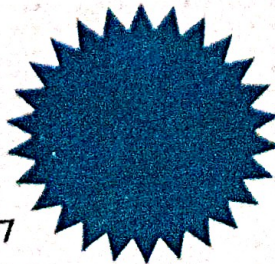
He/She having been declared to have qualified in the Examination
prescribed therefor, held in December, 2016
and passed in First Division.

Given under the Seal of the University.

Regd. No. 12364001

VIJAYAWADA

Dated 29th December 2017



Registrar

**Dr. NTR UNIVERSITY OF HEALTH SCIENCES : A.P.
VIJAYAWADA**



OFFICIAL MEMORANDUM NO : 169/E7/B.Sc(N) -Conf/2013

SERIAL NUMBER : 20131201005417

Date: 24/04/2014

Name of the Candidate : ARCHANA VRAJ

Register No.: 12364001

The following marks were awarded to him/her at the **FIRST YEAR B.Sc(N) - 4 YDC(NS)**

Degree Examination held in **DECEMBER, 2013**

SUBJECTS	MAXIMUM MARKS	PASSING MARKS	MARKS AWARDED	PROVISIONAL RESULT
ANATOMY & PHYSIOLOGY	100	50	63	PASS
NUTRITION & BIOCHEMISTRY	100	50	64	PASS
NURSING FOUNDATIONS	300	150	225	PASS
PSYCHOLOGY	100	50	62	PASS
MICROBIOLOGY	100	50	70	PASS
ENGLISH *	100	40	72	PASS
INTRODUCTION TO COMPUTER **	100	--	95	
TOTAL	*** FOUR EIGHT FOUR (In Words)		484 (In Figures)	

Passed in **FIRST**

- Note :
1. AP = Already Passed
 2. DET = Detained
 3. TM = Failed for want of Theory
 4. AB = Absent
 5. PM = Failed for want of Practical
 6. NR = Not Registered for this Exam
 7. Any discrepancy in the above entries or marks published and the marks noted above, must be brought to the notice of the Registrar immediately.
- * Not included in the Total
** College Exam & Not included in the Total



Verified by:

JOINT / DEPUTY REGISTRAR
(Examinations)

**Dr. NTR UNIVERSITY OF HEALTH SCIENCES : A.P.
VIJAYAWADA**



OFFICIAL MEMORANDUM NO : 1504/E7/B.Sc(N)-Conf/2014

SERIAL NUMBER : 20141102004339

Date: 18-06-2015

Name of the Candidate : ARCHANA VRAJ

Register No.: 12364001

The following marks were awarded to him/her at the **SECOND YEAR B.Sc(N) - 4 YDC(NS)**

Degree Examination held in **NOVEMBER, 2014**

SUBJECTS	MAXIMUM MARKS	PASSING MARKS	MARKS AWARDED	PROVISIONAL RESULT
SOCIOLOGY	100	50	70	PASS
MEDICAL SURGICAL NURSING-I	300	150	208	PASS
PHARMACOLOGY, PATHOLOGY, GENETICS	100	50	64	PASS
COMMUNITY HEALTH NURSING-I	100	50	68	PASS
COMMUNICATION AND EDUCATION TECHNOLOGY	100	50	65	PASS
TOTAL	*** FOUR SEVEN FIVE *** (In Words)	475 (In Figures)		

Passed in **FIRST** Division

- Note :
1. AP = Already Passed
 2. DET = Detained
 3. TM = Failed for want of Theory
 4. AB = Absent
 5. PM = Failed for want of Practical minimum
 6. NR = Not Registered for the examination
 7. Any discrepancy in the above entries or between the marks published and the marks noted above, must be reported to the notice of the Registrar immediately.



N. B. Vijayalaxmi

JOINT / DEPUTY REGISTRAR
(Examinations)

Verified by 1

Dr. NTR UNIVERSITY OF HEALTH SCIENCES : A.P. VIJAYAWADA



OFFICIAL MEMORANDUM NO : 7915/E7/B.Sc(N)-Conf/2015

SERIAL NUMBER : 20151103003697

Date: 20-02-2016

Name of the Candidate : ARCHANA VRAJ

Register No.: 12364001

The following marks were awarded to him/her at the **THIRD YEAR B.Sc(N) - 4 YDC(NS)**

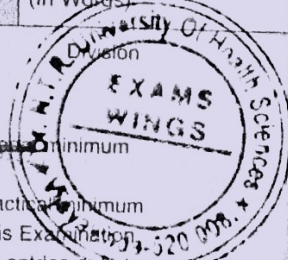
Degree Examination held in **NOV/DEC, 2015**

SUBJECTS	MAXIMUM MARKS	PASSING MARKS	MARKS AWARDED	PROVISIONAL RESULT
MEDICAL SURGICAL NURSING-II	200	100	143	PASS
CHILD HEALTH NURSING	200	100	123	PASS
MENTAL HEALTH NURSING	200	100	124	PASS
MIDWIFERY & OBSTETRICAL NURSING - I	100	50	67	PASS
TOTAL	*** FOUR FIVE SEVEN		457	

(In Words) (In Figures)

Passed in **FIRST**

- Note :
1. AP = Already Passed
 2. DET = Detained
 3. TM = Failed for want of Theory Minimum
 4. AB = Absent
 5. PM = Failed for want of Practical Minimum
 6. NR = Not Registered for this Examination
 7. Any discrepancy in the above entries or between the results published and the marks noted above, must be brought to the notice of the Registrar immediately.



C. A. de

**JOINT / DEPUTY REGISTRAR
(Examinations)**

Verified by 1.

2.

**Dr. NTR UNIVERSITY OF HEALTH SCIENCES : A.P.
VIJAYAWADA**



OFFICIAL MEMORANDUM NO : 6916/E7/B.Sc(N) -Conf/2016

SERIAL NUMBER : 20161204003301

Date: 30-01-2017

Name of the Candidate : **ARCHANA VRAJ**

Register No.: 12364001

The following marks were awarded to him/her at the **FOURTH YEAR B.Sc(N) - 4 YDC(NS)**

Degree Examination held in **NOV/DEC, 2016**

SUBJECTS	MAXIMUM MARKS	PASSING MARKS	MARKS AWARDED	PROVISIONAL RESULT
MIDWIFERY & OBSTETRICAL NURSING	200	100	131	PASS
COMMUNITY HEALTH NURSING-II	200	100	138	PASS
NURSING RESEARCH AND STATISTICS	100	50	68	PASS
MANAGEMENT OF NURSING SERVICES & EDUCATION	100	50	60	PASS
TOTAL	*** THREE NINE SEVEN ***		397	
	(In Words)		(In Figures)	

Passed in **FIRST** Division

Note : 1. AP = Already Passed

2. DET = Detained

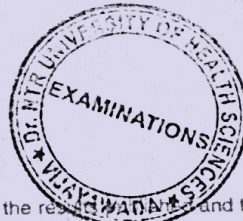
3. TM = Failed for want of Theory minimum

4. AB = Absent

5. PM = Failed for want of Practical minimum

6. NR = Not Registered for this Examination

7. Any discrepancy in the above entries or between the register and the marks noted above, must be brought to the notice of the Registrar immediately.



**JOINT / DEPUTY REGISTRAR
(Examinations)**

Verified by 1.

2.

46F536 23J2J3 7382397



GOVERNMENT OF KERALA
BOARD OF HIGHER SECONDARY EXAMINATION
HIGHER SECONDARY EXAMINATION

No. HSE 1190831

CERTIFICATE

Register
Number

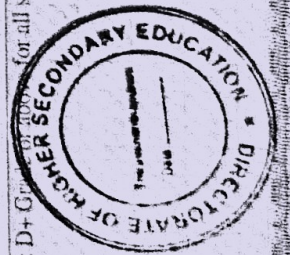
8086617

This is to certify that Mr / Ms **ARCHANA V. RAJ** appeared for the HIGHER SECONDARY EXAMINATION
(.....) **SCIENCE** GROUP held in **MARCH 2012** He/She is **ELIGIBLE** for higher studies.

The Scores and Grades obtained by the Candidate are shown below:

SUBJECTS	FIRST YEAR			SECOND YEAR			GRAND TOTAL			Grade Obtained	Grade in Words	
	CE	TE	Total	CE	PE	TE	CE	PE	TE			Total
	PART I ENGLISH	17	28	45	18	--	46	35	--			74
PART II HINDI	16	60	76	18	--	71	34	--	131	165	A only	
PART III (Optionals) PHYSICS	16	20	36	16	31	19	32	31	39	102	C plus	
CHEMISTRY	16	21	37	16	21	15	32	21	36	89	C only	
BIOLOGY	16	33	49	18	38	36	34	38	69	141	B plus	
HOME SCIENCE	18	33	51	17	40	46	35	40	79	154	B plus	

Eligibility for Higher Studies : D+ Grade or above for all subjects



Place : Thiruvananthapuram

Date : 15-05-2012

SECRETARY

Board of Higher Secondary Examination,
Government of Kerala

K-312423

GENERAL EDUCATION DEPARTMENT
SECONDARY SCHOOL LEAVING CERTIFICATE
(Issued under the Authority of the Government of Kerala)

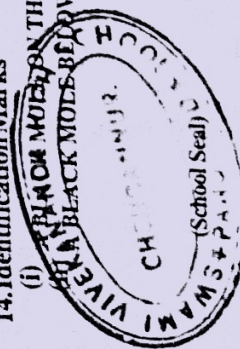
Name of School : SWAMI VIVEKANANDA H.S, PANDANAD
Admission No. 8771



- 1. Name : ARCHANA V. RAJ
- 2. Name in Regional Language : അർച്ചന വി രാജ്
- 3. Date of Birth (in figures) : 28/08/1994
(in words) : TWENTYEIGHTH AUGUST NINETEEN NINETY FOUR
- 4. Sex : FEMALE
- 5. Religion and Caste (as per the Admission Register) : HINDU, PULAYAN
- 6. Whether belongs to SC/ST/OEC/OBC : SC
- 7. Nationality : INDIAN
- 8. Place of Birth : KOTTAYAM
- 9. Name of Father : RAJENDRAN. P.K
- 10. Name of Mother : ANNAMMA. A.P
- 11. Name of Guardian : RAJENDRAN. P.K
- 12. Home Address (as specified in the Admission Register) : VALIYEZHATHU, KEEZHVANMAZHAY, PANDANAD P.O.,
CHENGANNUR, ALAPPUZHA-689 506

13. Mode of Presentation : SCHOOL GOING

14. Identification Marks :
(i) ~~BLACK MOLES~~ ON THE RIGHT CHEEK
~~BELOW~~ THE RIGHT EYE



Name & Signature of the Head of the Institution with Date
Ambika Kumari, M. O
Ambika, Headmistress
School
Kuttanad

1010LJF3111114394422

GOVERNMENT OF KERALA

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Name : ARCHANA V. RAJ
Register Number: 453634
Month & Year: MARCH 2010
No. of Chances: 1

This is to certify that the candidate herein has appeared for the SSLC Examination and secured the following Grades

Subject	Grade	Grade in words
First Language Paper - I (MALAYALAM)	A	A Only
First Language Paper - II (MALAYALAM)	A+	A Plus
English	B+	B Plus
Hindi	A	A Only
Social Science	C+	C Plus
Physics	C+	C Plus
Chemistry	C+	C Plus
Biology	C+	C Plus
Mathematics	B	B Only
Information Technology	A	A Only

GRADE RANGE

A+ 90% and above Outstanding B 60% - 69% Good D+ 30% - 39% Marginal
 A 80% - 89% Excellent C+ 50% - 59% Above Average D 20% - 29% Need Improvement
 B+ 70% - 79% Very Good C 40% - 49% Average E Below 20% Need Improvement

Minimum Eligibility for Higher study is D+ Grade for Each Paper.



ELIGIBLE FOR HIGHER STUDIES

JOHNS V. JOHN
SECRETARY

03/05/2010

Board of Public Examinations, Kerala

Date of Publication of Result: