

SUMI V JOSEPH

VILANGATTU (H),KANAKKARY P.O, KOTTAYAM(Dist.),KERALA-686632,INDIA

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I have outlined some information about myself below. I would like to thank you in advance for your time and consideration.

CAREER OBJECTIVE

To seek a position to use best of my skills and abilities, in nursing practice thereby giving optimum level of nursing care to the patients, at the same time gain utmost level of experience, which I can use for the development of my career, the institution and the society.

PROFILE

Name : Ms. Sumi V Joseph
Date of birth/Sex :29th December 1993/Female
Age : 28years
Name of father :Mr. Joseph V J
Marital status :Single
Nationality :Indian
Languages known :English,Hindi,Malayalam (Speak and write)
Religion : Christian
Height : 158cm
Weight : 55.3kg

Passport Number – S8948572 Valid up to-3/10/2028

SKILLS SUMMARY

- **Three year and eleven months experience as staff nurse in India**

- Positive performance reviews, with specific commendation for delivering patient centered quality care. Worked in morning ,evening and night shifts.
- Readily develops rapport with patients, staffs and physicians . Follow all hospital protocols, regulations and infection control procedures.
- Able to remain calm under pressure, perform necessary task quickly and correctly make difficult decisions swiftly in emergency situations.
- Good communication skills and self-confidence.

PROFESSIONAL OUALIFICATION

QUALIFICATION	UNIVERSITY/ BOARD	YEAR OF PASSING OUT
BSc Nursing	Rajiv Gandhi University	October 2015
Twelfth	Kerala	March 2011
Tenth	Kerala	March 2009

SUMMARY OF EMPLOYMENT HISTORY

HOSPITAL	JOB TITLE	DATES
Aditya Birla Memorial Hospital,Pune	Staff Nurse	4 th October 2016 to 4 th September 2020

DETAILED EMPLOYMENT HISTORY

HOSPITAL : Aditya Birla Memorial Hospital,
Pune 411033

TOTAL NO: OF BEDS IN HOSPITAL : 500

Type of hospital : Multispecialty

Date : 4th October 2016 to 4th September
2020

Job title : Full time Registered Nurse

Unit : Medical Surgical Ward

Numbers of beds in unit : 33 beds

Nurse Patient Ratio : 1:5

REGISTRATION DETAILS

1. Registered as a Nurse and Midwife: Registration No:074862 under KARNATAKA STATE NURSING COUNCIL on 25th February 2016.

2. Registered as a Nurse and Midwife: Registration No: XVII-20172 under MAHARASTRA NURSING COUNCIL, MUMBAI on 8th June 2017.

3. Registered as a Nurse and Midwife: Registration No: KL04202200887 under KERALA NURSING COUNCIL, on 16th March 2022

SKILLS SUMMARY

Three year and three months experience as staff nurse in India

Positive performance reviews, with specific commendation for delivering patient centered quality care. Worked in morning, evening and night shifts.

Readily develops rapport with patients, staffs and physicians. Follow all hospital protocols, regulations and infection control procedures.

Able to remain calm under pressure, perform necessary task quickly and correctly and make difficult decisions swiftly in emergency situations.

Good communication skills and self confidence

DUTIES AND RESPONSIBILITIES

- Provide clerical support and documentation for admission, transfers and discharges.
- Maintain current forms, daily work sheets and proper tab filling in medical charts.
- Applied expertise in data analysis by monitoring laboratory results, blood samples, urine analysis and performed sterile procedures including catheterization starts and dressing changes.
- Assisted in lab examination and other diagnostic procedures.
- Record and maintain patient charts.
- Prepare necessary drugs and instruments for emergency and check crash trolley every shift.
- Check orders, administer and maintain safe custody of narcotic medications.
- Initiate CPR in emergency.

EQUIPMENTS FAMILIAR WITH

- Cardiac monitor, pulse oximeter, syringe pump, ECG machine, Suction machine, Glucometer, BP apparatus
- Resuscitation equipment's (laryngoscope, ambu bag, face mask, endotracheal tubes)
- Defibrillator

CLINICAL/PROCEDURAL SKILLS

- Handling infusion pump and cardiac monitor.
- Drug -administration, dispensing.
- Basic jobs- taking temperature, pulse, respiration and manual blood pressure
- Oxygen therapy, emergency assessment, taking ECG.
- Suppositories and enema treatment, blood glucose monitoring, insulin management.
- IV cannulation, intra-muscular, subcutaneous, intradermal and intra arterail injections.
- Obtain specimens as prescribed.
- Patient positioning.
- First aid care, wound care.
- Care of patient with ET tube, Foley's catheter, NG tube and tracheostomy tube.

RERERENCES

Nursing Superintendent,
Aditya Birla Memorial Hospital,
Pune-411 033

Principal,
Presidency College of Nursing,
Bangalore

PERSONAL STATEMENT

Working as a staff nurse in a JCI and NABH accredited hospital, my aim is to pursue a career in professionally managed organization. This would give me an opportunity to grow and utilize my skills and abilities into fullest extent with sincerity and dedication in serving the institute.

DECLARATION

I hereby declare that the above furnished details given by me are true to thye best of my knowledge and belief and can being support by relevant certificates and documents.

Signature :

Place :

Name :

Date :