

Elizabeth Jacob
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DHA Eligibility ID : 08392318

Dear Sir /Mam,

I am writing to express my interest in the Nurse position (Staff Nurse /Incharge Nurse /Nurse supervisor). I believe that my experience as a nurse, along with my education and training, make me an excellent candidate for this position.

I have been a registered nurse for over 16 years of core medical activities such as development, implementation, staff interviewing, Educating the staff, quality, infection control, maintenance of medical records and documentation and nursing related billing activities . I have worked in many different areas of nursing including medical, surgical, endoscopy and acute medical rehabilitation unit during my period . I have also held several leadership positions throughout my career and also held in position of Head Nurse in the level of Sr. Executive at Apokos Rehabilitation Pvt.ltd last 6 years(01/01/2016-30/04/2022), where I managed group of 70+ staffs (nurses and nursing assistants).

Throughout my career, as a dedicated professional with 14+ years of experience supervising nursing staff, managing patient treatment, managing budget requirements and monitoring productivity. I am confident I will significantly contribute to the success of your medical facility in this role. I have always strived to provide the best possible care to my patients. I believe that providing quality care is the most important part of being a nurse. I have always made it a priority to be available to my patients 24/7. I feel that it is important to be there for them when they need me the most.

I would like to thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Elizabeth Jacob



Elizabeth Jacob

Aruvikuzhyil House. Kolabhagom P.O. Thadiyoor. Pathanamthitta District. Kerala
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Objective

Accomplished and energetic Registered Nurse with a solid history of achievement in improving staff morale and great customer service. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include rehab and med-surgical nursing.

Personal Details

- Date of Birth : 16/06/1985
- Marital Status : Married
- Nationality : Indian

Passport Details

- Passport No : R4646057.
- Date of Issue : 24/10/2017.
- Date of Expiry : 23/10/2027.
- Date of Place : Trivandrum.

Languages Known

- English - Read, Write, Speak.
- Malayalam - Read, Write, Speak.
- Hindi - Read, Write, Speak.
- Telugu - Speak.

Personality

- Punctuality.
- Communicative.
- Organized.

Academic Qualification

- | | |
|--|-------------|
| • Sri Venkateswara School of Nursing
General Nursing and Midwifery | 2003 - 2006 |
| • N S S H S S, Thadiyoor
Higher Secondary | 2003 |
| • N S S H S S, Thadiyoor
SSLC | 2001 |

Experience Summary

- **Apokos Rehabilitation Hospital.** 01/01/2016 - 30/04/2022
Head Nurse.
 - To manage the team and ensure the comfort of patients before, during and after medical procedures and surgery.
 - Monitor and supervise daily consumption accordingly prepare reports.
 - Documentation and supervise all the instruments.
 - Preparing and maintaining records.
 - Educating staff about job responsibilities and patient care.
 - Staff management.
 - Staff utilization, staff development.
 - Scheduling of training for staff nurses and nurse assistance.
 - Making appraisals of staff nurses according to the set standards for staff performance monitoring.
 - Monitoring of unit supplies and budget.
 - Requisition of supplies and equipment that are deemed important to the unit for patient care.

- **Apollo Hospital, Jubilee Hills, Hyderabad.** 05/08/2008 - 31/12/2015
Incharge Nurse (Medical & Surgical).
 - Ensuring smooth work process through out the staff.
 - Assigning patient loads basing on patient acuity.
 - Staff Scheduling.
 - Inventory of unit supplies and reporting of damaged equipments.
 - Oversees that the doctor's orders are carried out accurately.
 - Checking of documentations for completeness.
 - Monitor all aspects of patient care, including diet and physical activity.
 - Infection control and safety management process.

- **Ramakrishna Mission Hospital, Mumbai.** 13/08/2007 - 26/07/2008
Staff Nurse (Medical & Surgical).
 - Take full responsibility for carrying doctor's orders and make sure they are done properly.
 - Admission and Discharge process of the patient.
 - Chart review and checking.
 - Prepare patients for and assist with examinations or treatment.
 - Maintain accurate, detailed reports and records.
 - Operating medical equipments.

- **Green View Hospital, Bangalore.** 20/09/2006 - 31/07/2007
Staff Nurse (Medical & Surgical)
 - Take full responsibility for carrying doctor's orders and make sure they are done properly.
 - Administer medications on time by following 6 rights.
 - Operating medical equipments.

Additional Qualifications

- Completed **DHA** license course (Dubai Health Authority),DHA ID : 08392318.
- Completed the **BLS** course by AHA instructor.
- Successfully completed the training session of **ACLS**.
- Participated as a member in the **JCI** accreditation at Apollo Health City, Hyderabad.
- Successfully completed **Nurses Orientation Training Program** conducted at Apollo Health City.
- Attended **Diabetic Management program** and **IV Cannulation** Conducted by BD company.
- Attended seminar of **Infection Control Program** and **Stroke Management** conducted at Apollo Health City, Hyderabad.

Skills

- Administration and Management.
- Time Management.
- Active Learning and Listening.
- Service mind.
- Good interpersonal skills.
- Judgment and Decision making.
- Coordination.
- Education and Training.
- Critical Thinking and Monitoring.

Software Skills

- Microsoft Word.
- Microsoft Excel.

Reference

- **Dr. Rahul Khandelwal - "Apokos Rehabilitation Hospital "**
Chief Operating Officer
rahul@apokos.in
9705984411
- **Mrs. Catalina Stefanescu - "Apokos Rehabilitation Hospital "**
Quality Manager, KOS group Italy.
catalinastefanescu@libero.it
+393202169319 or 7893690489
- **Dr. K. Subba Reddy - "Apokos Rehabilitation Hospital "**
Medical Director
drksreddy77@yahoo.in
9989385110

Ethos

- I believe in god and myself, i believe that everyone has a special gift and talent, all they need is a chance to prove their potential just like winner don't do different things but they do things differently.

Declaration

- I hereby state that the above mentioned information is true to the best of my knowledge submit my resume for your kind observation and favorable order. Hope my skills are sufficient for your requirement. I humble request your good self to permit a chance to work in your esteemed hospital.