

## COVERING LETTER

### Sub: Application for the post of Registered Nurse

Dear Sir/Madam,

I ARDRA J BOSE would like to apply for the post of Registered Nurse in your esteemed institution.

I pursue my degree in Bachelor of Nursing from Sree Narayana Nursing College. As a Registered Nurse I have 6.9 years of overall experience in Paediatric Emergency, NICU & Stroke Dept.

With the referred experience in the respective field helped me to attain critical care nursing skills' have worked with people of various communication challenges e.g.: illiterates, sick children and their parents and elderly patients which require adaptive communication skills to handle challenging situations.

Familiarized in:

**Dept. handled: Paediatric Emergency unit, NICU & Stroke Dept.**

- ✓ Health care system
- ✓ Basic life Support
- ✓ Handling multifaceted trauma, injury or illness cases.
- ✓ Quickly diagnosing conditions and providing on-spot solutions.
- ✓ Most importantly, Learning to control emotions and moving on is the key to helping more and more patients in this work environment.

I believe that, mentioned exposures make me more comfortable in this professional field and also I am very confident that I can make a significant contribution to your firm by utilizing my professional as well as personal skills. For your kind review please refer my enclosed resume and would be very glad to provide any further information if required.

Thanking you for the valuable time taken to review my request and I am look forward to hearing from you.

Thanking you,

ARDRA J BOSE

## Registered Nurse

**ARDRA J BOSE**

**Velichirayil House Manappuram p. o**

**Cherthala, Alappuzha, Kerala**

**Mob: +91 7592979818 / 9037592979**

**Email: ardrajbose93@gmail.com**

### Career Objectives:

To care, plan and manage patient care to my best of my abilities for better patient satisfaction and health outcomes. Also to learn and grow as a professional nurse in a positive environment and be able to cooperate effectively with other healthcare professionals.

### Skills:

- Throughout my clinical experience I have proven time management skills in completing all the tasks required.
- I could adapt quickly to new developments and changes
- I possess an effective verbal and written communication skills
- I am safe clinical decision maker for thorough patient care and assessment.
- Interested in updating the clinical and theoretical knowledge even though working in a specialized area.
- Passion to make difference in the life of my patients especially the children.
- Passion and skill in health care system
- Administration skill in health care system.

### Registration History:

**2019: Kerala Nurses and Midwives Council (KL04201901445)**

### Achievements and awards:

- 2016-2017: Awarded for the best staff nurse in Paediatric emergency department from Narayana medical college and hospital. Nellore: Andhra Pradesh.

### Technical skills:

- Computer Knowledge in M. S Office, Excel & Internet Operation.
- Operating system: Windows XP, 7.

### **Professional experience: (6.9 years):**

- **Position** : Full Time Registered nurse  
**Employer** : Narayana Medical College Hospital (NABH Accredited).  
**Duration** : 11 Jan 2017- 14 FEB 2019  
**Department** : Paediatric emergency
  
- **Position** : Full Time Registered nurse  
**Employer** : Sanjeevani Medical Centre & Nursing Home.  
**Duration** : 15 Apr 2019 – 16 Jun 2022  
**Department** : NICU
  
- **Position** : Full Time Registered nurse  
**Employer** : King FAHD Specialist Hospital AL-QASSIM.  
**Duration** : 09 Oct 2022 – 27 Sep 2023  
**Department** : Stroke Dept- Specialist-Nursing

### ***Responsibilities:***

- Assisted in Insertion of central lines
- Assisted in Endotracheal intubations and Lumbar Puncture
- Ascetic fluid tapping, Lumbar puncture in neonates, infants, toddlers, adolescents
- Assisted in intubation of neonates, infants, toddlers, adolescents
- Immunization
- Planning and Implementation of nutritional needs of neonates, infants, toddlers, adolescents
- Assisted in umbilical vein catheterization.
- Competent in IV cannula insertion, blood sample collections, Naso-gastric tube insertions and catheterization in neonates, infants, toddlers, adolescents.
- Intensive care of new born babies, infants, toddlers, adolescents.
- NGT feeding , Colostomy care.

### **Additional exposure:**

- Basic life Support
- Hand Hygiene
- Physical assessment
- Neurological assessment
- Cardiovascular assessment

- Respiratory status and Perfusion Assessment

### **Educational Qualification:**

**2016: Bachelor of Science in Nursing in Sree Narayana Nursing College, Andhra Pradesh, India.**

- 1030 hours of Medical and Surgical Nursing practical experience (Adults and Geriatrics),
- 300 hours of Community health nursing practical,
- 290 hours in child health nursing practical,
- 290 hours in mental health nursing practical,
- 450 hours of Midwifery and Obstetrical Nursing practical.

### **Professional Reference:**

1) Mrs. Radha  
Nursing supervisor  
Narayana medical college. Nellore  
Mob: +91 7799510083

### **Personal Details:**

- Spouse Name : Nijith Babu
- Age & Date Of Birth : 29 years [22-09-1993]
- Sex : Female
- Nationality : Indian
- Marital Status : Married
- Permanent Address : Velichirayil house Manappuram P O  
Cherthala, Alappuzha, Kerala, India.  
Pin: 688526
- Languages Known : English, Malayalam & Telugu
- Passport details : T4488735

### **Declaration:**

I hereby declare that the above mentioned details are true and correct to the best of my knowledge.

Cherthala

Nov 2023

Ardra j bose