**­­ CURRICULUM VITAE**

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**RIYA MATHAI**

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Chelad P O

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**Career Objective**

To excise the knowledge gathered as part of my course to the best of my ability with sincerity and dedication to improve firm to reach at the top.

**RESUME CAPSULE**

Seeking challenging and responsible opportunities in accounts field where my creativity, education skills dedication and abilities will be an asset.

**PERSONAL DETAILS**

Date of Birth : 05.12.1986

Gender : Female

Religion & Caste : Christian

Marital Status : Single

Fathers’ Name : P.D Mathai

Languages known : English, MalayalamHindi, Arabi

Nationality : Indian

Qualification : General Nursing

**Academic Qualification**

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| --- | --- | --- | --- |
| Course | Year of Passing | Institute | University/Board |
| SSLC | March - 2003 | St. Augustine  Girls HSS  Kothamanagalam | Board of Public  Examination, Kerala |
| Plus Two | March 2005 | St. Johns Higher  Secondary School  Kavalangad | Board of Higher Secondary Examination, Kerala |
| General Nursing | 2009 | Sree Gomadesh Educational Society’s Institute of Nursing Ankali | Karnataka State Diploma in Nursing Examination Board |

**PROFESSIONAL EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| Hospital | Period | Department |
| Asian Hospital, Bangalore | 02.03.2009 to 18.09.2012 | Medical and Surgical ward |
| Al Yasmin Medical Centre  Saudi Arabia | 02.03.2015to24.03.2017 | Emergency Department |
| Shree Vijayalakshmi Hospital And Trauma Centre Banglore | 30.07.2017 to 31.10.2018 | Medical Surgical Ward |
| Aster Mims Kottakkal Malappuram | 30.12.2021 to 22.04.2024 | Medical Surgical Ward |

**BASIC NURSING PROCEDURE**

* Emergency Admission and Transfer of the patient
* Insertion of peripheral lines, Ryles tube and folly’s catheter etc.

**ASSISTING FOR**

* CPR
* All the minor procedure like, Suturing, Removal of Drainage tubes, Lumbar puncture

**MEETING ELIMINATION NEEDS**

* Bladder wash, Bowel wash etc.
* Maintaining take and output
* Collection of specimen

**PSYCHOLOGICAL NEEDS**

* Giving emotional support to the patients and relatives
* Care of the dying and dead

**JOB DESCRIPTION**

**ADMINISTRATIVE RESPONSIBILITIES**

* Reporting on duty (punching)
* Inventory and recording
* Co-ordination of Nursing Activities
* Attending rounds with doctors
* Checking the working condition and setting of equipments Oxygen sets Suction Apparatus, Ambubag, Inventory in emergency trolley’s and intending medicines.

**DIRECT PATIENT CARE**

* Receiving the patient in the concerned unit
* Monitoring vital signs
* Collecting all the samples for lab investigation
* Administrating antibiotics and other drugs
* Taking ECG for all patients
* Checking the records
* Planning and giving care according to priorities
* Giving Nebulization, Sponge bath, Back care and maintain in taker and output chart.

**DECLARATION**

I hereby declare that all the above statements made by me true to the best of my knowledge.

Yours faithfully,

Place: Kothamangalam

Date : **RIYA MATHAI**