**Ms.Siji John**

Mobile: +916282858757

sijijohnpunnackal76@gmail.com

**Objective**: Seeking for a Senior Nursing Officer in a reputed organization.

**Professional Synopsis**: 16 years of rich experience in reputed world class hospitals in Clinical &

Administrative profiles.

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| **S.NO** | **Name of Hospital & Location** | **Designation** | **Department** | **Period Served**  **From To** | |
| 4 | Grecian Super Specialty Hospital, Mohali, Punjab. | Nursing Supervisor | Cardiology & Critical Care. | 01/2018 | 06/2023 |
| 3 | Medanta- The Medicity Hospital,Gurugaon,Haryana. | Assistant Head Nurse | CCU & Radiology | 01/2013 | 08/2017 |
| 2 | Hospital LAM WAH EE, Malaysia | Staff Nurse | Cardiac Ward | 01/2011 | 11/2012 |
| 1 | Batra Hospital & Medical Research Centre, New Delhi | Staff Nurse | CCU | 05/2000 | 05/2005 |

**Responsibilities handled and have expertise in**:-

* Ensure safety and comfort of the patient by implementing best practices.
* Quality Management of Patient Care & Medical Documentation
* Ensure prevention, wastage and misuse of hospital supplies and drugs.
* Quick Complaint resolution of Staff & Patients
* Maintain good public relation in the unit.
* Ensure maintains of waste management and Infection Control of the department.
* Internal assessment Audit as per NABH standards
* Indent and procure the ward supplies, equipment and drugs.
* Act as a liaison officer between ward and administration.
* Supervising nursing staff and monitoring their needs.

**Educational & Professional Qualifications**

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| **Name of Qualification** | **Institute / Board of Education** | **Year of Qualification** |
| Matriculation | SSLC, Board of Examinations Kerala. | 1993 |
| Higher Secondary | Board of Higher Secondary Examinations, Tamil Nadu. | 1996 |
| General Nursing & Mid Wifery | Batra Hospital& Medical research centre New Delhi, Punjab Nursing Council. | 2000 |

**Language Proficiency**

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| --- | --- | --- | --- |
| **Language** | **Fluency in Speaking** | **Reading** | **Writing** |
| Malayalam | Mother Tongue | Excellent | Excellent |
| Hindi | Excellent | Excellent | Excellent |
| English | Excellent | Excellent | Excellent |
| Tamil | Good | NO | NO |

**About Myself**: I am qualified & highly experienced nursing professional with 16 years of clinical & administrative Nursing professional. I worked with well reputed corporate NABH & JCI accredited Hospitals in Delhi NCR. I am confident of my skills and knowledge acquired through long years of experience and believes that I would prove to be a great asset to the Hospital where I would get opportunity to serve.

I am looking for an immediate assignment in Delhi NCR Hospital, where I can join in short notice.

I would prefer Hostel Accommodation , if available.

**Personal Details**:

Date of Birth: 29th March 1976

Marital Status: Married,

Address: Punnackal House, PO-Amboori, Vellarada, Trivandrum, Kerala, Pin-695505

All the information given above is true.

**Place: Amboory Siji John**

**Date**