

Smriti Khanna

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Contact no.: 98*****

Career Objective

Looking for a challenging position in a hospital where my profound medical professional and practical experience will be fully utilized.

Career Summary

- A patient oriented and caring professional with excellent patience and remarkable organizing skills possesses 2 years experience as a Nurse.
- Proved loyalty and knowledge of medical ethics.
- Proven record of reliability and responsibility.
- Possess special sensitivity to meeting different needs in varied situations.
- Establish contacts with patients, family, staff and physicians.

Personal Qualities

- Remain calm and professional throughout critical incidents.
- Excellent in communication skills in written and verbal both.
- Resourceful problem solver capable of implementing solutions to complex problems.
- Ability to work in pressure situations.

Responsibilities Handled

- Caring the patient 24 X 7.
- Manage the admission and discharging of patients.
- Interacting with the medical bodies in the hospital.
- Provide suggestions to family member and other staff on diseases.
- Provide assistance to Nursing Manager in the supervision of staff nurses.
- Maintain the patient charts.
- Provide training to the new recruiters.

Technical Experience

- Proficient in all apparatus and equipment of Operation Theater.

- Proficient in basic use of computer.

Achievements

- Provide excellent support in Operation Theater.
- Patient care up to 15 patients per section.
- Receive many appreciations and awards for excellent work.

Employer

- Working as Nurse in ASD Hospital from 2010 - Present.

Personal Details

Date of Birth : 24th November 1990
Father's Name : Rajesh Khanna
Gender : Female
Nationality : Indian
Language Known : Hindi, English and Punjabi

Place:

Date:

Name