



Rabia Kausar

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Objective

To seek a position that is related to my knowledge, background and ability, that would contribute to my professional development and the entire organization.

Personal Statement

I believe in independence, determination and hard work in every single given task. Confidence and belief in one's capabilities is what makes one competitive as well as good looking.

Personal Information

- Date of Birth: 12/06/1997
- Nationality: Pakistani
- Marital Status: Married
- Religion: Islam
- Gender: Female

CHECKED 1st SEP 2023

Academic & Other Qualification

- Matriculation from Rawalpindi board.
- FA from Rawalpindi board.

Computer Skills

- MS Word.
- MS Power Point.
- MS Excel.
- Utility of E-mail and Internet.
- Basic Information.

Other Skills

- Proficient in presentations.
- Ability to plan, organize and keep doing things when things get difficult.
- Always keen to learn new tasks/skills quickly.
- Efficient in working individually and in a group.
- Good Communication Skills.

Field of Interest

- Management Work.
- Team Coordination and Management.

Job Experience

- Worked at Family hospital as a Nursing caring assistant from 1st May 2020 to 27th December 2022.

Role And Responsibilities

- Provide physical care/or assistance to patients including bathing, showering, Shaving, Grooming, Feeding, Ambulating, Weighing and portioning.
- Responsible for transferring and transporting the medically compromised and seriously ill patients to test procedure via gurneys wheelchairs.
- Responsible for taking and recording the vital signs, Intakes, Outputs, Empty drains.
- Recognize significant changes in the vital sign which may include a crises situation, reporting to RN.
- Carry out special treatment assisting with procedure including follow up care observation.
- Give meaningful instruction and explanation to patients regarding the purpose of special diagnoses test procedures.
- Obtain blood glucose finger sticks, assisting nurse when he/she administered medications treatments.
- Follow the policies and procedures for maintaining competencies.
- Responsible to keep area clean and orderly, Set up maintaining and clean equipment's after each use.
- Conduct the visual inspection of the equipment's and remove the damage equipment from the use.

Languages

- English
- Urdu
- Punjabi