

Jagdeep Kaur

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Professional Summary

Registered Nurse with 3 years of experience providing quality care to a wide variety of patients. Possesses a Post-Graduation qualification in Healthcare Management from New Zealand, which is done after Post Bsc. Nursing .

EXPERIENCE

ASSISTANT MANAGER IN HEALTHCARE(ACCUSTER TECHNOLOGIES PVT LTD.)

Delhi/Accuster Technologies Pvt Ltd./January 10, 2020 to June 30, 2020

- Promoting & coordinating marketing operations of the organization with MD to optimize the revenue. Doing PR management by maintaining relationships with corporate clients and other potential clients. Email campaigns done for sales generation and follow up. Answering calls and troubleshooting problems VIA India Mart.. Daily record updation done on MIS Software.
- Working on **GeM**(Government e Marketplace)for online participation in bids .
- Provision of support to the team to achieve the corporate mission & sales goals with outstanding customer services. Doing cold calling for follow ups and updating records on BITRIX software.
- Making MOM.
- Making report sheets and target sheets of sales team on weekly and daily basis.
- Working on India Mart website for online marketing of products. Doing lead generation also.
- Maintaining records on Excel sheet , making proposals, writing introductory and follow up emails . content writing also done a part of job.
- Worked individually and collaboratively with team members to tactically market existing products by evaluating prospective clients and their needs while focusing on optimizing costs in IVD Diagnostics.
- Working closely with MD of the company and dealing with international clients on behalf of MD. Scheduling appointments also.
- Increased brand integrity and awareness by monitoring the quality of marketing content and understanding market exposure. Doing email marketing campaign and handling social media pages online.
- Acted as company representative at industry meetings, conferences, and events in order to gain insights into the various luxury brands and how they can be marketed.
- Product training done on timely basis for effective outcomes. Teaching is provided to the skilled students to enhance their skills in the nursing field.

REGISTERED NURSE

Lakhra Nursing Home & Maternity Hospital (Ferozepur, Punjab) from 2013 to 2015.

- Providing direct quality care to patients including daily monitoring, recording, and evaluating of medical conditions of up to 20 patients per day
- Developed and direct a rotational system in managing the care of patients in the department
- Coordinate workforce management objectives with a focus on individual, departmental, and hospital-wide initiatives
- Lead and mentored 10 newly licensed nurses in developing and achieving professional expertise
- Interact and communicate with patients of all ages and ethnic backgrounds, giving quality medical care and treatment
- Commended by supervisors for handling difficult situations involving both patients and their families

HEALTHCARE ASSISTANT IN MAKOHA HOSPITAL (NEW ZEALAND)

Makoha Hospital (New Zealand)/10 July, 2016 to 28 July, 2017

- Assisted physicians in taking blood pressure, measuring heartbeat, and recording vitals in physical examinations
- Providing routine care to the patients. Taking vitals and maintaining other parameters.
- Execute proper care procedures on the assigned patients. Do cannulas, changing wound dressings time to time and maintaining records. Recording and reporting done on each shift. Discuss client health outcomes with the doctors. Assist doctors in client handling.
- Collaborated with 4 other nursing staff in maintaining a calm environment in caring for patients
- Supervised the admission of patients in emergency cases and directed the transferring of patients from their locations to the hospital via ambulance

EDUCATION

| Standard | College | Specialization | Board/University | Year of Passing |
|------------------------------|---|------------------------------|--------------------|-----------------|
| PGDM | Toiohomai Institute of Technology(New Zealand) | Healthcare Management | Wairiki university | 2017 |
| Bachelors of Nursing science | SGRD college | Post Bsc Nursing | BFUHS Board | 2013 |
| GNM Diploma | Frances Newton Hospital(Punjab) | Nursing . | BFUHS Board | 2007 |
| XII | DAV College (Punjab) | Physics, Chemistry, English. | PSEB Board | 2004 |
| x | St. Joseph High School | | PSEB Board | 2002 |

SKILLS

- PR Management, Problem solving, Adaptability, Strong collaboration.
- Excellent presentation, communication and organization skills as well as the ability to work under pressure.
- Strong knowledge of Advance Excel and Microsoft office.
- Good knowledge of Health and Safety and security procedures.
- Fluent in the English language in order to communicate professionally.
- Critical Management.

TRAININGS AND PROJECTS

| No. | Title | Organization | Period |
|-----|--------------------------------------|--|------------------|
| 1. | Industrial Training | (AUCKLAND HOSPITAL , NEW ZEALAND) | 6 month duration |
| 2. | Project on Advance Research Proposal | TOIOHOMAI INSTITUTE OF TECHNOLOGY(NEW ZEALAND) | |

TOOLS

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- Ms Office Word, Ms Office Excel, Ms Office Powerpoint, Bitrix, CRM software, Calender Management, Travel management.

ADDITIONAL CERTIFICATES

- Certificate III in aged Care from **TAFE New South Wales (Australia)**.
- **B1** Level French Certificate from **Alliance Francaise (Chandigarh)**.
- **CPR certification**
- **RN Certification**

LANGUAGES KNOWN

English, Hindi, Punjabi, French

