**RESUME**

**Pooja Verma**

28/421, Ground Floor, B -Block,New Moti Nagar

New Delhi- 110015

E-mail Id:-[poojaraj7747@gmail.com](mailto:poojaraj7747@gmail.com)

Mob. No:- 7054068905

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| **Career Objective** |

**Having corporate exposure of 2 years** in healthcare sector. Seeking opportunities in the area of healthcare and mankind services sector where my skills and competencies could be utilized to the maximum extent for achieving both organizational as well as my career goals.

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| **Key Skills** |

* An extrovert and self motivated person.
* Having Attitude for serving mankind with a lot of patience.
* Hard working professional carrying positive attitude.

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| **Corporate Exposure** |

1. ***Organization :* Max Healthcare Institute Limited (Max Hospitals) in Gurgaon**

**Duration : May’2021 to Nov’2022.**

**Designation : Staff Nurse (Pvt AC rooms)**

**Job Responsibilities:**

* **Routine check up for patients admitted in AC rooms and timely medications.**
* **Prepare and maintain and mange schedule for patients for medicines and diets.**
* **Keep a track for doctor schedules for visits to patients and maintaining patient files till discharge.**
* **Coordinating with LAB technicians for timely patients checkup reports**
* **Preparing discharge memo and summary.**

1. **Organization *:* Goyal Nursing Home , Farrukhabad ( Medical Internship)**

**Duration : Nov’2020 to April ‘2021**

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| **ACADEMIC QUALIFICATION** |

* Completed JNM in 1st Division from Bhopal University from 2018-2021.
* Completed Diploma in 1st Division in Cardiology from UP STATE MEDICAL FACULTY,LUCKNOW , in 2016.
* Completed BSc. in 1st Division from CSJM UNIVERSITY in 2014.
* Completed Intermediate (12th ) from UP Board in 2011.
* Completed High-school (10th ) from U.P. Board in 2009.

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| **OTHER EDUCATIONAL QUALIFICATIONS** |

* **Conversant with MS Office (Word, Excel, PowerPoint).**
* **Knowledge about internet applications.**

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| **PERSONAL INFORMATION** |

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| Father’s Name | Mr. Khushiram Verma |
| Date of Birth | 15-November-1995 |
| Language known | Hindi and English |
| Permanent Address | Gandhi Nagar , Kamalganj , Farrukhabad - 209724 |
| Marital status | Married |

**Date: Signature: Place :**