



KHUSHBOO RAHEEL

Registered nurse

PERSONAL PROFILE

Hard working & humble nature, carrying an attractive personality, looking for job to polish my skills in any suitable role
Registered nurse qualified to a degree level trained in Pakistan

CONTACT

- Rkhushbu88@gmail.com
- www.interestingsite.com
- (052) 956-6196
- Al karama, Dubai

EDUCATION

- **Administration diploma**
Spoton training institute KHDA approved (2025)
- **Phlebotomy diploma**
Strong point educational & training institute KHDA approved (2024)
- **Diploma in General Nursing (2010)**
Nursing Examination Board Punjab
- **Intermediate in Pre-Medical (FSC) (2006)**
Board of intermediate and secondary education Lahore
- **Matriculation (Science) (2004)**
Board of intermediate and secondary education Lahore

SKILLS

- MS office proficiency
- Problem solving attitude
- Communication skills

PROFESSIONAL EXPERIENCE

Bobby Sahotra Photography LLC 2023-2024

As office admin

Responsibilities:

- Office admin tasks on daily basis
- Cold calling to retain the old & new customers
- Email corresponds
- Schedule making for team towards work
- Invoice/ quotation making
- Data maintaining of clients
- Team support during shoot & events
- Salary & cash control
- Basic marketing skills
- Equipment inventory control

Next care claims & mngt Dubai 2017-2020

As Call Centre agent

Responsibilities:

- Managed calls on various issues related to health concerns
- Follow ups on pending complains raised by ones
- Providing solution to caller's respected issues.
- Giving approvals for medical support
- Data maintaining of calls

Lotus medical Centre Dubai 2016-2017

As Receptionist & admin

Responsibilities:

- Managing data
- Attending calls
- Customer's assistance
- Follow up for start to end support to patients
- Follow ups on pending complains raised by ones
- Providing solution to callers

Federal Civil Academy Lahore Pakistan
Govt. of Pakistan
Women Mobile Field Training Team
Polio Campaign
1st March 2010- 30th May 2010

Responsibilities:

- Visiting door to door steps to help the nation in this noble cause
- Keeping record of the Under-age children for advised polio vaccination.
- Feeding them in an appropriate way of dosage.
- EPI- Expanded Program of Immunization Awareness, Counseling, Maintaining chart, for EPI.
- Campaign was held to spread awareness for polio also to help out the solution.
- Reporting to my senior staff in this activity was my achieved goal.

Services Hospital Lahore
Training, Practice & diploma included
September 2006 to 2010

Responsibilities:

- Be aware of the particular nursing needs of the patient.
- observe and report on the patient's condition or concern alerting any changes/abnormalities to nursing staff so that any necessary treatment and/or reassurance can be given to maintain patient safety/well-being.
- Escort and assist patients to other departments with certain procedures within the hospital if agreed by person in charge, monitor observations.
- To undertake and record patient's observations of vital signs, urinalysis and prepare for documentations.
- Collecting samples of blood, for tests.
- Undertake pressure area care using relieving practices and devices as advised by the registered staff.
- Assist patients to mobilize with or without the use of aids, learning and using correct methods of minimal patient handling techniques.
- Making sure the patients fully understand the proper use of equipment usage
- Attend yearly updates on all statutory training, including basic life support, food and safety course, manual handling and moving techniques.
- Helps in the preparation of patients for special treatments, i.e. investigations, operations, etc. Ensuring all relevant documentation accompanies them, in order to maintain their safety.
- Ensure patient menus are completed on time for collection each day, giving healthy eating advice as required.