

COVER LETTER

From,

MONISHA JOY

Al Baraha, Deira

Dubai

United Arab Emirates

Mob: +971562580360



To,

RESPECTED SIR / MADAM

SUBJECT: - APPLICATION FOR THE POST OF STAFF NURSE

Ref:

I, Monisha Joy, completed my B.Sc. Nursing from HKES College of Nursing, which is affiliated with the Karnataka Nursing Council.

I wish to join your esteemed institution and gain professional knowledge and expertise there. I kindly request you consider my application for the position of OT NURSE.

If given the opportunity, I am confident I will perform my duties with full commitment and to the satisfaction of my superiors. I have enclosed my detailed curriculum vitae for your review.

Anticipating a positive reply from your side at the earliest.

Thanking You.

YOURS SINCERELY

Monisha Joy

Place: Dubai

Date: 28/12/25

CURRICULUM VITAE

NAME : MONISHA JOY

D-O-B : 27/09/1989

SEX : FEMALE

RELIGION : CHRISTIAN

MARITAL STATUS : MARRIED

NATIONALITY : INDIAN

LANGUAGE KNOWN : ENGLISH, HINDI, MALAYALAM

PERMANENT ADDRESS : MELVIN BHAVAN
AICKADU
KODUMON PO
ADOOR, PATHANAMTHITTA DIST
KERALA
PIN: 691555

VISA STATUS : UAE GOLDEN VISA

LICENSE & REGISTRATION : DEPARTMENT OF HEALTH (ELIGIBILITY Reg: GN53225)

E-MAIL ADDRESS : monishajoy27@gmail.com

CONTACT No. : +971-562580360

ACADEMIC QUALIFICATIONS:

| COURSE | BOARD | INSTITUTION | SUBJECTS | YEAR |
|-----------------------|--------|------------------------------|---|------|
| 12 th Std. | Kerala | SNVHSS, Angadical | SCIENCE | 2007 |
| 10 th Std. | Kerala | Holy Angel's EMHSS, Adoor | Mathematics, Science, Social Studies, Languages etc. | 2005 |

PROFESSIONAL QUALIFICATIONS:

| <i>COURSE</i> | <i>BOARD</i> | <i>INSTITUTION</i> | <i>YEAR</i> |
|----------------------|------------------|--|------------------|
| <i>B.Sc. Nursing</i> | <i>Karnataka</i> | <i>HKES College of Nursing, Gulbarga</i> | <i>2007-2011</i> |

WORK EXPERIENCE:

| <i>S. No.</i> | <i>ORGANISATION</i> | <i>DEPARTMENT</i> | <i>DURATION</i> |
|---------------|--|-----------------------|---|
| <i>1</i> | <i>MEDANTA, THE MEDICITY HOSPITAL, GURGAON</i> | <i>OPERATING ROOM</i> | <i>13th Aug 2012 to 03rd Dec 2014</i> |
| <i>2.</i> | <i>LIFE LINE HOSPITAL, ADOOR, KERALA</i> | <i>OPERATING ROOM</i> | <i>12th Nov 2015 to 03rd Mar 2018</i> |
| <i>3.</i> | <i>ASTER HOSPITAL, AL QUSAIS, UAE</i> | <i>OPERATING ROOM</i> | <i>22th Jul 2018 to 20th Jul 2020</i> |
| <i>4.</i> | <i>ROYAL BURJEEL HOSPITAL, AL AIN</i> | <i>OPERATING ROOM</i> | <i>01st Sep 2020 to 13th Sep 2022</i> |
| <i>5</i> | <i>MOUNT ZION MEDICAL COLLEGE, CHAYALODE-ADOOR, KERALA</i> | <i>OPERATING ROOM</i> | <i>26th Jun 2023 to 23rd Sep 2024</i> |

Duties and responsibilities:

As a Scrub Nurse:

- *Checking the patient's records*
- *Maintaining thorough sterile techniques*
- *Setting up the operating trolley*
- *Count the instruments and needles, swabs, and packs in the trolleys and as the operation proceeds with the circulating nurse.*
- *Assisting the surgeons and meeting their needs.*
- *Making sure the used equipment is returned to the circulating nurse.*
- *Carry out the final checks before the cavity is closed and makes sure everything is correct.*

As a circulating Nurse:

- *Checking the patient with records*
- *Communicating to the patient about what is going to be done in the operation theatre.*
- *Bringing the patient to the operation theatre.*
- *Prepare the patient for operation (Position, diathermy etc.)*
- *Count with the scrub nurse and meet her/his needs throughout the procedure.*

- After the procedure, cleaning and transferring the patient to the recovery room

Operation Theater - General responsibilities:

- Infection control
- Maintenance of sterility throughout the procedure.
- Supervising nursing students.
- Co-ordinate with a multi-disciplinary team.
- Reporting to the ward-in-charge.
- Prepare universal drugs
- After surgery shift the patient to recovery with surgery details
- Give correct endorsement to the recovery nurse and anaesthesia medicine for the patient.
- Enter the narcotics and Psychotropic drugs in the register which is used for the patient.
- Clean and tidy up the equipment used for surgery
- Efficient in using The Hospital Information System.

SURGERIES ASSISTED:

1. **GENERAL:** Whipple's Procedure, Hepatico - jejunostomy, Open and Laparoscopic Cholecystectomy, Appendectomy, Laparoscopic and open hernia repair, Lap. Pancreatotomy, Lap. Splenectomy, Laparotomy, Thyroidectomy, Intestinal anastomosis, Colostomy, Mastectomy, fissurectomy, Haemorrhoidectomy, Partial gastrectomy, I & D.
2. **VATS:** Plurectomy, Sympethectomy, Decortication of the Lungs, Empyema drainage, Pericardial Window, Thoracic nerve harvesting, Lobectomy & Lung biopsy.
3. **BARIATRIC:** Lap Gastric Bypass, Lap. Gastric Banding & Lap Sleeve Gastrectomy.
4. **PAEDIATRIC:** Herniotomy, Laparotomy, Orchidopexy, Appendectomy, Circumcision, Hernioraphy & Relief of intestinal obstruction.
5. **E N T:** Adeno-tonsillectomy, FESS, Myringotomy, Tympanoplasty, Septoplasty, Nasal Endoscopy, Nasal polypectomy, Rhinoplasty, Tracheotomy, Sub mucous resection of the nasal septum & Mastoidectomy, Thyroidectomy, D/L Scopy.
6. **PLASTIC:** Skin grafting, repair of cleft lip, Excision scar, Abdominoplasty, Breast Augmentation & Flap covering, ORIF, Hair transplant Lipo suction.

7. **UROLOGY:** Cystoscopy, Penisectomy, T U R P, Hydrocelectomy, Varicocelectomy, Prostatectomy, Urethrolithotomy, Pylolithotomy, Vasectomy & Radical nephrectomy.
8. **OBG:** LSCS, Abdominal and Vaginal hysterectomy, Lap. Ovarian cystectomy, Salpingo-Oophorectomy, Laparotomy for ectopic pregnancy, Laparoscopic tubal ligation, Diagnostic laparoscopy & cervical encirclage.
9. **VASCULAR:** Varicose vein stripping, carotid endarterectomy, Cervical Rib Excision, AV Fistula & Femero-popliteal bypass,

10.ROBOTIC CASES

EQUIPMENT KNOWN TO HANDLE:

1. All general laparoscopic instruments and trolley (Karl Storz)
2. Syringe pump (b Braun, module dps)
3. Defibrillator (Phillips heart start xl)
4. Tourniquet (Zimmer ats 2000)
5. Bair Hugger
6. Patient monitor (Phillips mp30, Phillips mp40, Phillips mp50, Phillips mp70)
7. Pulse oximeter
8. ECG machine
9. OR table (Maquet, Dr. max)
10. Ligasure (valley lab)
11. Autosonix
12. Cautery (valley lab)
- 13.ABG Machine
- 14.ACT machine
15. Live case recording system

REFERENCES

Mr. Abdul Mashood

In charge Operating Room,

Royal Burjeel Hospital

PH: +971 555496883

DECLARATION:

I HEREBY DECLARE THAT ALL THE INFORMATION GIVEN ABOVE ARE TRUE AND TO THE BEST OF MY KNOWLEDGE.

DATE: 28/12/25
PLACE: Dubai, UAE

Monisha Joy

