

# JERIN JOY

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## EDUCATION

**International Diploma in Hospital Operations Management (IACET)**  
IBIS Academy Kerala  
India 2024

**Auxiliary Nurse & Midwifery**  
Global Para- Medical Institute  
Mumbai  
2016 – 2017

**Diploma in Electronics**  
Euninor Institute of Technology and Management Kerala,  
India 2012 - 2015

## SKILLS

- Patient Care
- Hospitality
- Observation and Attention to Details
- Administration Operations
- Clerical Duties
- Medical Terminology
- Patient Care Management
- Problem Solving and Adaptability
- Teamwork
- Patience and Emotional Resilience
- Medical Record Keeping
- Clinical Inventory
- Management and Billing
- Customer Service
- Filing System
- Medical Assessments
- Medical Documentation
- Communication and Interpersonal Skills
- Organizational Skill
- MS Excel, Word, PowerPoint
- Outlook

## CERTIFICATION

**Basic Life Support (BLS)**  
National CPR Foundation

## PROFESSIONAL SUMMARY

Experienced healthcare professional with over 6 years of experience in patient care and hospital administration. Skilled in maintaining accurate medical records, assisting with clinical procedures, and supporting daily healthcare operations. Strong knowledge of healthcare protocols, patient confidentiality, and hospital workflows. Proven ability to collaborate with multidisciplinary teams, manage administrative tasks, and deliver high-quality patient service. Excellent communication, problem-solving, and organizational skills with a strong focus on patient satisfaction and efficiency.

## PROFESSIONAL EXPERIENCE

**Assistant Nurse** **July 2018 - Apr 2024**  
Al-Essa Medical & Scientific Equipment | Kuwait

- Assisted registered nurses in providing comprehensive patient care, including monitoring vital signs, assisting with hygiene, and supporting mobility.
- Administered prescribed medications and injections safely, following established protocols and documenting all procedures accurately.
- Conducted regular patient assessments, identifying changes in condition and escalating concerns to nursing staff promptly.
- Offered compassionate emotional support to patients and families, helping to alleviate anxiety and improve overall patient satisfaction.
- Delivered health education sessions focused on disease prevention, nutrition, and wellness, enhancing patient knowledge and compliance.
- Collaborated with multidisciplinary healthcare teams to develop and implement individualized care plans tailored to patient needs.
- Maintained accurate patient records and ensured confidentiality in accordance with healthcare regulations and standards.
- Participated in community outreach programs to raise awareness about health issues and promote healthy lifestyles.

## PERSONAL DETAILS

- DOB: 08-05-1994
- Visa Status: Own Visa
- Nationality: Indian
- Passport No: C7399944
- Passport Expiry: 16/01/2035

## LANGUAGES KNOWN

- English: Write, Speak, Read
- Hindi: Write, Speak, Read
- Malayalam: Write, Speak, Read
- Arabic: Speak
- Tamil: Speak