



NAGADEVI

NURSE ASSISTANT | HEALTHCARE ADMINISTRATIVE STAFF



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Egmore,Chennai



nagadevirajamani@gmail.com

ABOUT ME

Detail-oriented healthcare professional with extensive experience in clinic and hospital environments. Skilled in front desk operations, patient coordination, appointment scheduling, billing support, and medical documentation. Strong background in OPD management, patient communication, and administrative support. Proficient in computer applications and healthcare workflows. Seeking a Nurse Assistant position in Dubai.

EDUCATION

BERCHAH GRACE INSTITUTE OF NURSING	DIPLOMA ASSISTANT	IN	NURSING	2025
MANONMANIAM SUNDARANAR UNIVERSITY	BACHELOR OF ARTS (TAMIL)			2021
GOVT. HR. SEC.SCHOOL, KASIPALAYAM	HIGHER CERTIFICATE		SECONDARY	2018

EXPERIENCE

MAISON ABELANE DR
ALAA POLYCLINIC,DUBAI
(SEP 2025 to AUG 2026)

Assistant Nurse

- Provided personalized nursing care and support to patients at home.
- Assisted patients with daily living activities, including bathing, dressing, feeding, and mobility.
- Monitored and recorded vital signs and patients' health conditions.
- Administered medications as prescribed and maintained proper medication schedules.
- Assisted with wound care, dressing changes, and basic nursing procedures
- Maintained proper infection control, hygiene, and patient safety.

BETHESDA HOSPITAL
MEDICAL BLOCK / ICU
(JULY 2024 to AUG 2025)

Staff Nurse (Internship)

- Assisted in patient care and coordination in ICU and medical wards
- Maintained patient records and clinical documentation
- Supported doctors and nursing staff with daily operations
- Ensured adherence to hospital protocols and hygiene standards

BHAVATHI EYE CARE
CENTER - OP BLOCK
(JULY 2016 to DEC 2025)
[Evg 6.00 pm to Night
10.00 pm] Part-time Job

Staff Nurse (Study Cum Work)

- Managed OPD patient flow and front desk coordination
- Handled patient registration, appointments, and follow-ups
- Assisted in maintaining medical files and reports
- Communicated effectively with patients and healthcare staff
- Supported billing and administrative activities

ROSHAN ENT CLINIC-
OP BLOCK
(JAN 2020 to DEC 2025)
[Evg 6.00 pm to Night
10.00 pm] Part-time Job

Staff Nurse (Study Cum Work)

- Coordinated OPD activities and patient scheduling
- Maintained accurate patient records and documentation
- Assisted doctors during consultations and procedures
- Provided professional patient service and guidance

SKILLS

- Front Desk Operations
- Medical Records Management
- Tally ERP
- Patient Registration & Coordination
- OPD Administration
- Patient Communication & Customer Service
- Appointment Scheduling
- MS Office (Word, Excel, PowerPoint)
- Data Entry & Documentation

PERSONAL INFO

Date of birth	Nationality	Marital status	Visa status
05 Aug 2001	Indian	Married	Tourist Visa

LANGUAGES

English	Tamil
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