

MS. SANJESHNI RADIKA

STUDENT

AUSTRALIA INSTITUTE OF BUSINESS TECHNOLOGY

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ADDRESS: 21 WARREGO STREET NORTH SAINT MARYS NSW

EDUCATION

FIJI NATIONAL UNIVERSITY

2007-2010

Award: Diploma in Hotel Management

SANGAM INSTITUTE OF TECHNOLOGY AND HEALTH SCIENCE 2013-2015

Award: Bachelor in Nursing

WORK EXPERIENCE

2023	STUDENT (AIBT)
2019-2022	GENERAL WARD NURSE (WAINIBOKASI HOSPITAL)
2017-2019	PEADIATRIC WARD NURSE (COLONIAL WAR MEMORIAL HOSPITAL)
2016-2017	INTERNSHIP (COLONIAL WAR MEMORIAL HOSPITAL)
2012-2012	RECEPTIONIST (NASINU MEDICAL CENTRE) (FIJI)
2010-2012	RECEPTIONIST (TROPIC TOWERS HOTEL)
2008-2010	DENTAL ASSISTANT (EPWORTH DENTAL CENTRE)

DUTIES PERFORMED AS GENERAL WARD NURSE

- Observing and assessing patients
- Effect comprehensive nursing care plans for patients
- Administering treatments and medications
- Monitoring and reporting symptoms and changes in patient status
- Collaborating with medical team on patient status
- Maintaining complete and accurate patient records
- Preparing patients and assisting with patient examinations and therapies
- Modifying treatment plans where indicated
- Providing bedside care
- Providing educational, emotional and psychological support to patients and family members
- Maintaining a safe and clean working environment in compliance with healthcare procedures and regulations
- Adhering to infection-control protocols
- Following medication administration and storage procedures and regulations
- Monitoring and co-ordinating maintenance of equipment operation and inventory
- Checking and maintaining nursing supplies inventory
- Educating and instructing patients on home care needs

- Transferring patients from subdivisional to divisional hospital
- Performing procedures such as wound cleaning and dressing, female insertion/removal of catheters, assisting in lumbar puncture, blood transfusion, putting up intravenous hydration.

DUTIES PERFORMED AS MEDICAL RECEPTIONIST

- Greeting patients and visitors visiting to the medical facility.
- Scheduling appointments
- Answering phone calls
- Managing patient records
- Providing general administrative tasks such as filing, faxing, scanning, and sorting mail.
- Collaborating with medical staff

DUTIES PERFORMED AS A HOTEL RECEPTIONIST

- Greeting guests and providing information about hotel services, facilities, and local attractions.
- Checking guests in and out
- Managing room reservations
- Handling guest complaints and requests
- Managing payments
- Providing concierge services
- Collaborating with other hotel staff
- Performing administrative tasks such as answering phones, responding to emails and maintaining guest records.

DUTIES PERFORMED AS A DENTAL ASSISTANT

- Preparing patients for dental procedures
- Assisting the dentist during procedures
- Sterilizing instruments and equipment
- Mixing and preparing materials used by dentist
- Providing patient care
- Maintaining patient records
- Scheduling appointments, answering phones, and processing payments.

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