



**Miss Burani Sirivajararoj**

License number # **4611050184**

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**Tel.** 095-196-9142 **ID LINE:** buranisi **E-mail:** [buranice@gmail.com](mailto:buranice@gmail.com)

**Job Objective:** A position as Nurse Manager, Professional Nurse,

**Personal Details**

*Date of Birth:* May 20, 1975

*Age:* 44 *Weight:* 58 kg. *Height:* 165 cm.

*Nationality:* Thai *Race:* Thai

*Marital status:* Single

**Education :**

**-Bachelor Of Nursing Degree**, March 1998, //G.P.A.: 2.37

Thai Red Cross College Of Nursing Bangkok, Bangkok, Thailand

**-Certificate of Secondary Education**, March 1994, //G.P.A.: 2.5

Pakkred School,Nonthaburi,Thailand

**Training history:**

- **Document control for management system**,October 2017, // BSI Training Academy

- **Basic Life Support**, November 2016, // Pyavate Hospital

**Experience :**

**EW VM Health Bangladesh Ltd.**, August 2019 – May2020

**Clinic Manager**

- Works jointly with the director to develop new policies and procedures
- Continually update and revise the Policy & Procedures Manual, participates in all committee meetings assigned by the director
- Establishes and maintains a positive and safe work environment
- Ensures all equipment is in proper working condition and annual preventative maintenance is being performed
- Monitors inventory control processes and supervises personnel using a cost-effective approach ensuring the clinic is adequately supplied with all necessary pharmaceuticals, samples and general supplies
- Guide and support participation in patient care delivery regularly
- Examine and resolve complaints received from staff, visitors, patients and physicians
- Execute productivity increase strategies and optimize clinical staff and procedural value
- Explain good workplace behavior and identify issues and use resources to resolve
- Understand future staffing requirements and create, execute and support clinical staff recruitment and retention strategies
- Improve staff-patient interactions through patient satisfaction tools

**Verita Mahanakhon Health Center**, August 2016–April 2019

### Head Nurse Manager

- Managed manpower for each day and month
- Take care to help those who want to work in excess of them
- Maintain stock control to have enough supplies
- Training for the followers to be perform correctly
- Help take care of customers and teams to ensure smooth operation
- Take care of Medical tourist
- Providing knowledge to followers and colleagues at the time of new evolutions
- Train for the Trainer for Live Blood Analysis.
- Interpretor for special blood test with new medical devices.
- Management and assignment work closely with Deputy General Manager for all Medical Protocols and SOP standard procedures.
- Booth representative for Outsource coordinations

### **Balavi Natural Medicine Center**, March 2003 – 2016

#### Nurse supervisor

- Assisted patients and family members in the education of health care needs.
- IV and Draw blood for test. // Live Blood Analysis
- Colonic Therapy
- Assisted in acupuncture.
- Managed in Homeopathy.
- Take care of Healthy tour member

### **King Chulalongkorn Memorial Hospital**, April 1998 – April 2002

#### Nurse specialist in Neuro-Surgery I.C.U.

- Direct care of patients
- Educated patients for home care and discharge planning
- Operated and maintained monitors of bio-medical equipment
- Medical terminology and medication administration skills
- Maintained sterile fields and application of dressings
- Catheter, IV and suctioning training
- Charting and documentation of patient care
- Acute and chronic care experience

#### **Skills:**

MS word, MS excel, Power Point, Social media,  
Good command of spoken English.