

# Curriculum Vitae

## ANITA NAYAK

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## Career Objective

To continuously enhance my knowledge and skills while utilizing my experience to contribute effectively to the growth and success of the organization.

## Academic Qualifications

- 10<sup>th</sup> class from Board of Secondary Education Rajasthan, Ajmer
- 12<sup>th</sup> class from Board of Secondary Education Rajasthan, Ajmer
- A.N.M (Auxiliary Nurse Midwife) from Gwalior, MP

## PROFESSIONAL EXPERIENCE

- **Jaipur Hospital & Somani Hospitals**  
**Tenure:** 5 years  
**Role:** Provided patient care, assisted in medical procedures, maintained patient hygiene, and supported nursing staff with daily tasks
- **Rajasthan Hospital**  
**Tenure:** 1 year  
**Role:** Assisted in patient monitoring, medication administration support, and documentation of medical records.
- **Renova Oncology Hospital**  
**Tenure:** 5 years  
**Role:** Specialized in oncology patient care, assisted with chemotherapy preparation and post-treatment care, and ensured a hygienic and compassionate environment.

## COMPUTER EXPERIENCE

- Basic Knowledge of Computer.

## STRENGTH

- Positive attitude, decision-making, and problem-solving skills.
- Self-confidence and a strong willingness to learn.

- Excellent communication and presentation skills.
- Adaptable and open to new challenges.
- Calm and optimistic under pressure.

**Hobbies:**

- Listening Music
- Net Surfing

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**Declaration:** I hereby declare that above mentioned information is correct up to my knowledge & I bear the responsibility for above mentioned particulars.