



JEBIN SULTANA

Guwahati, Assam, India

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Assistant Professor in Royal Global University

Joint secretary of North

East Nutrition and Dietetics Association

Lifetime membership of Nutrition Society of India

Pursuing P.hd

Professional Summary

Over 9 years' of experience as Dietitian highly adapt at Medical Nutrition Therapy, care planning, nutrition care process, food service and sanitation regulations, and nutrition Support

Skills

- Extensive medical terminology
- In-depth knowledge of medications
- Geriatric and child nutrition background
- Knowledge in special dietary needs for patients with diabetes, renal failure, weight loss management, neurology disorder and gastroenterology disorder
- Critical care nutrition
- Training of Hospital Staffs and Nursing team

Work Experience

Royal Global University – Assistant Professor

SEPT 2023 – CURRENT

GUWAHATI

- Assisting with various departmental duties and providing academic support.
- Conducting research and publishing papers in academic journals.
- Representing the university at conferences and delivering presentations when necessary.
- Teaching and supervising undergraduate and graduate students.
- Providing demonstrations and supervising experiments and investigations.
- Answering questions in class.
- Providing Professors and Department Heads with feedback on student progress.
- Attending faculty and departmental meetings and voicing concerns or providing suggestions for improvement.

Apollo Hospital – Senior Dietitian

FEB 2021 – SEPT 2023

GUWAHATI

- Assess nutritional needs, diet restrictions and current health plans to develop and implement dietary-care plans and provides nutritional Counseling.
- Taking special nutrition care for Covid patients and special nutrition support for those who are in RTF with major Covid symptoms.
- Consult with physicians and health care personnel to determine nutritional needs and diet restrictions of patient or client.
- Advise patients and their families on nutritional principles, dietary plans and diet modifications, and food selection and preparation.
- Counsel individuals and groups on basic rules of good nutrition, healthy eating habits, and nutrition monitoring to improve their quality of life.
- Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards.
- Supervises employees engaged in serving food in hospital, nursing school, or similar institutions, and in maintaining cleanliness of food service areas and equipment: Trains workers in performance of duties.
- Assigns and coordinates work of employees to promote efficiency of operations & Supervises serving of meals.
- Inspects kitchen and dining areas and kitchen utensils and equipment to ensure sanitary standards are met & maintain records for the same.
- Requisitions and inspects foodstuffs, supplies, and equipment to maintain stock levels and ensure standards of quality are met.
- Prepares work schedules and evaluates work performance of employees and briefing is done in regular basis.
- Ensuring health and safety regulations (HACCP) are followed.
- Ensuring the best customer service is received by staff and clients

Rahman Hospitals Pvt.Ltd- Dietitian

Rahman Institute of Nursing and Paramedical Sciences- Assistant Professor

AUG 2020 – FEB 2021

GUWAHATI

- **SAME AS ABOVE + Teach and evaluate GNM, Bachelor and Masters nursing student.(Practical and Theory both)**

VLCC INTERNATIONAL LLC – Dietitian

DEC 2017 – JAN 2019

DUBAI

- Monitoring and advising clients about their dietary activity in line with their slimming program.
- Regular consultation to evaluate client's progress, managing program documentation amongst others.

Apollo Hospital – Dietitian

NOV 2014 – AUG 2017

GUWAHATI

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Education

HSLC - 2007

HS - 2009

Bachelor in Home Science - 2012

Masters in Nutrition and Dietetics - 2014

Internship

- International Hospital Guwahati (Currently Apollo Hospital) - 1st June to 15th July 2013
- Description: Learnt various diet that are given to patients suffering from different disease

Workshop

- Attended seminar on obesity in Lovely Professional University, 2012
- Attended seminar on "Anaemia" in Gurunanak Dev University, 2012
- Attended seminar on renal disease in International Hospital, 2013