

## HEALTHCARE AIDE

### Ekenemchukwu Ann Ojetola

CONTACT 38 Diamond Estate Phase 3, Igando Lasu Road Lagos  
12345 Lagos, Nigeria. [annojetola@yahoo.com](mailto:annojetola@yahoo.com) (+234) 8037371688  
[www.linkedin.com/in/annojetola-3057b7136](http://www.linkedin.com/in/annojetola-3057b7136)  
+2348037371688(Whatsapp)

## ABOUT ME

I am a well-versed Care Assistant Team Leader with five years of experience providing tailored support. Helping others and sharing knowledge are two beliefs I impart every day. All this experience, positive attitude and willingness to help others allow me to excel in patients care and others new work Skills.

## WORK EXPERIENCE

### Care Assistant Team Leader

Private care clinic

01/2021 - Till date..

Creating and updating personalized care plans for patients.

Collaborating with patients' families, friends, and social supports to develop treatment plans. Identifying and recruiting high-quality healthcare providers. Facilitating patients' treatments by interacting with healthcare providers.

Suggesting alternative treatment plans when patients' service requests do not meet medical necessity criteria. Instructing and educating patients on procedures, healthcare provider instructions, and referrals.

Linking patients social services programs (e.g., transportation assistance, translation services).

Conducting regular follow-ups with patients to evaluate progress and ensure improved health outcomes. Maintaining records of case management activities.

### Care Assistant

General Hospital

01/01/2018— 30/12/2020 Lagos, Nigeria

Assistance with mobility

Companionship

Housekeeping tasks (such as laundry)

Accompanying clients to activities and appointments

Changing of diapers flexible to any shifts. Making them comfortable.

Taking and monitoring vital signs and vital observation. Personal care of patients which includes bed bath, assistant bath, changing bed linen and bed management.

Monitoring and observing pressure areas.

Effective communication with patients.

### Sales Administrator Manager

Shelicomcept Nigeria limited

01/01/2014 — 30/12/2017.

Managing organizational sales by developing a business plan that cover sales, revenue, and expense controls.

Meeting planned sales goals. Setting individual sales targets with the sales team. Tracking sales goals and reporting results as necessary. Overseeing the activities and performance of the sales team. Coordinating with marketing on lead generation.

The ongoing training of your salespeople. Developing your sales team through motivation, counseling, and product knowledge education.

Promoting the organization and products. Understand our ideal customers and how they relate to our products.

Account Management..

### **Teacher/School Counselor**

St. Damaris Secondary School.

01/01/2009 — 30/12/2013 Lagos, Nigeria

Teaching junior secondary students. Advising students in career choices. Listen and giving directions to student on their studies

Organizing P.T.A meetings among staff and parents. Educating them on Sex Education'

Reporting any deviation or issues to the appropriate personnel. Having meetings with parents about their children's inability to do well in class. Helping Out in vocational activities.

### **Sales Commercial Manager**

Russell Solar Energy Limited

01/01/2003 — 30/12/2008.

Sales of solar equipment.

Monitoring installation process

feedback from customers

Mini transaction of daily activities

Report to procurement Manager

Supervision of Sales and taking record of goods according to staff sale's.

## **EDUCATION AND TRAINING**

17/07/1996 — 21/08/2001

Bachelor's degree honor in Education University of Ado-Ekiti, Ekiti State Nigeria.

01/01/1990 — 15/07/1996.

Senior secondary school Hopebay college Oro Alaba

Certificate in Mental Health 2022

Certificate in Continence 2024

Certificate in Dementia 2023  
Certificate in First Aids 2024  
CPD in Numeracy 2024  
Certificate in Personal Care 2024

## **LANGUAGE SKILLS**

MOTHER TONGUE(S): Igbo

Other language(s):

English

Listening B2 Spoken production B2

Reading A2 Spoken interaction B2

Writing B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## **Skills**

Patients Focus.

Attention to detail.

Serve meal tray and feeding patients

Weigh, Lift, turn and portion patients

Taking patient Vital signs, pulses and temperature.

Transport patients in wheelchair or stretcher

Use of commode

First Aid

## **DIGITAL SKILLS**

Microsoft Office Google Drive Microsoft Powerpoint

