



CONCORD BLESSING FLOWERS

HEALTH CARE ASSISTANT

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OBJECTIVE

My primary objective as a Health Care Assistant is to bring comfort and ensure the relief of my patients. My focus is to ascertain that they have the right medication and that they get the nourishment they need at the right place and at the right time. Apart from that, I will also ensure that proper hygiene and sanitation is observed at all times. My skills acquired throughout my studies as health care assistant at Strong Point Educational Training Institute has equipped me with sufficient expertise and competence to fulfill this objective

Compassionate and dependable. Strong passion to assist the young, older adults and physically challenged individuals. Bringing a strong passion for helping others. Highly motivated and enthusiastic Health Care Assistant eager to work in the Health Institutions. Leveraging exceptional personal care skills to provide assistance to residents/patients in the activities of daily living.

KEY SKILLS

- Taking blood and urine for testing.
- Patient safety.
- Patient confidentiality.
- Interpersonal.
- Hygiene.
- Hospital setting.
- Dressing wounds.
- Monitoring and recording observation (Monitoring patients' conditions by taking temperatures, pulse, respirations and weight).
- Serving meals and helping to feed patients.
- Helping people to move around.
- Toileting.
- Making bed
- Talking to patients and making them comfortable
- Proven record of maintaining general precautionary protocols
- Excellent customer service and communication skills
- Able to utilize body mechanics in an efficient manner

- Skilled in providing daily living assistance to patients of different ages
- Ability to develop and maintain positive relationships with clients.
- Able to maintain clients' confidentiality, as well as privacy.
- A vigilant professional who has useful progress monitoring skills.
- Knowledge of medical terminology and infection control procedures.
- Familiar with medical terminology and infection control procedures.
- Competent at taking and recording vital signs.

HIGHLIGHTED QUALITIES

- Empathy
- Professionalism
- Hardworking
- Accountability
- Honesty
- Good communication skills
- Detailed oriented
- Endurance
- Sound Judgement
- Adaptive Nature
- Cheerful
- Emotional Stability

EXPERIENCE

RECEPTIONIST- ST DOMINCS HOSPITAL

AKWATIA, GHANA – 2012 to 2015

- Welcoming patients and visitors, answering the telephone and answering any inquiries.
- Scheduling appointments and keep those appointments on time.
- Assisting patients with completing necessary forms and documentation.
- Keeping a clean and calm reception area.
- Processing billing and payments, using medical software
- Liaising with Medicare and private health funds Ø Faxing, scanning, filing, and mailing documentation.
- Comforting distressed patients – this may range from simply fixing any appointment issues that may arise, through to being the voice of comfort during times of extreme stress and emergency

EDUCATIONAL ATTAINMENT

Presently undertaking a Certified Nursing Assistant Course of which I will be awarded the following Certifications after completion of the program;

- KHDA – Knowledge and Human Development Authority, Ministry of Education approved and attested Certificate from Dubai Government, UAE
- Internationally recognized and accredited Certification from American Medical Association, US along with official Transcript and ID card

PERSONAL INFORMATION

Nationality: Ghanaian

Languages: English

Marital Status: Single

Visa Status: Residence Visa

Date of Birth: 22/09/2001