

26<sup>th</sup> May 2022'

Subject: **Application for Nursing Assistant/Healthcare Assistant Position**

Dear Sir/Madam,

I am writing to express my interest in joining a hospital/medical center/home care as a Nursing Assistant. I would like to achieve my personal and professional goals at local and global levels as a healthcare professional or healthcare worker. I developed a heart for being a Nurse Assistant. I gained the insight during my educational days and work life, that without health a person has great difficulty attaining a substantial quality of life. I have developed a great and strong foundation in C.N.A Certified Nursing Assistant concepts and principles including client-centered care, holistic care involving healing the mind, body and soul of the patients; learned group dynamics on how to interact and communicate; high emotional intelligence; shared governance achieving quality care and the most importantly the need for flexibility in terms of working hours. I think critically and work collaboratively with my patients and other health care professionals. I have cultivated communication skills that improved the quality of my patient care and my ability to participate meaningfully in team processes. The attached resume details my education, certifications, qualifications and skills.

I would be delighted to begin my health care professional career as a Nurse Assistant and give back to the community my experiences and gratitude that I am learning. I would welcome the opportunity to meet or have a call so that we can discuss the possibility of starting my career as a Nurse Assistant/Healthcare Assistant. I am open to work in any part of the world. Please feel free to contact me if you need any further information from me.

Thank you for taking the time to consider my application.

**Presently Undertaking** the Certified Nursing Assistant C.N.A Training course and Exam Preparation (International certification license course from The American Medical Certification Association, US) from **Strong Point Educational and Training Institute which is KHDA Knowledge and Human Development, Dubai Government Approved U.A.E**

**For Reference and Acknowledgement/Recommendation Letter, please feel free to contact Strong Point Educational and Training Institute (KHDA Approved)**

**[www.strongpointedu.com](http://www.strongpointedu.com)**

**Contact: +971 42592139**

Sincerely,

**BOSE AGBAJE**

**+971 55 531 4190**

**agbajebose@yahoo.com**



**BOSE AGBAJE**

Job search intention:

**CNA- Certified Nursing Assistant/  
HEALTH CARE ASSISTANT**

Phone: +971 55 531 4190

E-mail: agbajebose@yahoo.com

Location: Dubai, UAE

**EDUCATIONAL BACKGROUND**

**CERTIFIED NURSING ASSISTANT / 2022**

Strong Point Educational and Training Institute, Dubai, UAE

Successfully completed and passed **NASAL AND ORAL SWAB SPECIMEN**

**Collection** Online Course for Covid – 19.

**BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION / 2007 - 2011**

Madonna University, Okija, Nigeria

**DIPLOMA IN HIGH SCHOOL / 2000 - 2006**

Government Girls Secondary School, Kabba Nigeria

**WORK EXPERIENCE**

**Senior Sales Associate at American Rag Cie / 2019 to present**

AW Rostamani , Dubai

- ✓ Achieve individual and store sales and KPI indicators by maximizing every opportunity to make sales;
- ✓ Provide top level customer service that exceeds the expectation of customers;
- ✓ Assist less experienced colleagues with answers to queries on issues they have no knowledge of;
- ✓ Ensure proper customer records, security of stocks, and handling of cash in line with company processes and procedures;
- ✓ Actively take part in all training events and meetings organized by the store;
- ✓ Provide support by acting as a key holder in meeting the needs of the business in the store whenever required;

**Sales Executive at Alliance Business Centre Network / 2018 - 2019**

ABCN, Dubai

- ✓ Meet with prospects and clients interested in properties to offer them real estate deals;
- ✓ Coordinate the closing of property deals to ensure vital documents are signed and payment received;
- ✓ Oversee arrangements to give prospective buyers the view of a property before closing deals;
- ✓ Act as intermediaries liaising between property sellers and prospective buyers to facilitate property deals;

**Senior Sales Associate / 2016 - 2018**

Nike, Nigeria

- ✓ Ensure high levels of customer satisfaction through excellent sales service;
- ✓ Assess customers needs and provide assistance and information on product features; Welcome customers to the store and answer their queries;
- ✓ Follow and achieve department's sales goals on a monthly, quarterly and yearly basis; "Go the extra mile" to drive sales;

I, hereby certify that all the information supplies here is true and correct to the best of my knowledge.

REFERENCES [Available upon request.]

**ABOUT ME**

Knowledgeable in assisting patients with daily activities such as medicine administration, meals, helping patients to eat, bathe and dress, checking vital signs regularly and cleaning and sanitizing patient living areas.

**PERSONAL DETAILS**

Date of Birth: May 1, 1989

Nationality:Nigerian

Gender: Female

Language: English

**SKILLS**

**MY CNA SKILLS**

- Measuring vital signs
- Cleaning and dressing of wounds
- Handling a bedpan
- Oral and dental care
- Perineal care
- Repositioning patients
- Feeding patients
- Managing patient hygiene
- Interpersonal skills

**MY QUALIFICATION SKILLS**

- Health promotion and maintenance
- Creating a safe, effective environment
- Good Character and proper manners and communication
- Medical teamwork
- Promoting physical and mental health
- Listening, analyzing information, and focusing on quality
- Physical ability and strength while avoiding potential injury from transferring, repositioning or lifting residents