

2<sup>nd</sup> December 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/homecare 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; learnt 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.

**Successfully completed and passed** 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,

**Nkechi Jennifer Akpubor**

E-mail: [Jennadanny199@gmail.com](mailto:Jennadanny199@gmail.com)

Tel: 0582071998

# CURRICULUM VITAE

## Nkechi Jennifer Akpubor

E-mail: Jennadanny199@gmail.com

Tel: 0582071998



## CERTIFIED NURSING ASSISTANT | HEALTHCARE ASSISTANT

---

### **OBJECTIVES**

Energetic, patient-focused Certified Nursing Assistant with high-quality patient care in health care centres and nursing homes. Passionate about caring for patients and assisting with the activities of their daily living. Reliable, service-focused nursing professional with excellent patient-care and charting skills gained through years of experience as a CNA. Compassionate and technically skilled in attending to patients in diverse healthcare settings.

### **Areas of Expertise**

- Proficient in the use of Microsoft Applications (e.g., Excel, Access, Word Office).
- Good inter-personal and communication skills.
- Detailed-oriented.
- Confidentiality & Team Player.

### **Personal Skills and qualities**

- Positive attitude, energetic approach and self-motivated.
- Communication-Listening, questioning, giving feedback
- Interpersonal- building relationships, sensitivity, handling
- conflict Expertise- Knowledgeable, experienced, insightful, up to date.

### **Organizational Skills**

- Teamwork- supportive, dependable, collaborative
- Self-management- managing stress time and work, learning Strategic- Coordinating, Planning, leadership, thinking
- Problem solving- getting things done, working with operational difficulties

### **WORK EXPERIENCE**

**Irham Medical Centre PCR marketing. - Year: 2021, Currently. -Location: Dubai, UAE.**

- Greeting and responding to physical and emotional needs of the patients' needs
- Taking patient Pcr Test
- Data collation and collection
- Sending of PCR results to patients
- Helping in registering the patient

**Worked as a Caregiver - Year: 2019- 2020 - Location: Abu Dhabi.**

- Assisted client with bathing, dressing and other personal hygiene items.
- Administered medication, and kept a daily journal of medicine intake.
- Responsible for trachea care, such as suctioning and cleaning.
- Completed light housekeeping duties; planned and prepared meals; changed bed linen.

- Maintained a daily journal of activities and reported any physical or cognitive changes to the family of loved one.
- Responded to all physical and emotional needs of the patient.
- Offered emotional support, companionship and conversation.
- Observed patients' conditions, measuring and recording food and liquid intake and output and vital signs, and reported changes to professional staff.

## **Academic Qualification**

(SSCE) leaving certificate

(FSLC)leaving certificate

- Completed AMCA American Medical Certification Association, Certified Nursing Assistant at **STRONG POINT EDUCATIONAL TRAINING INSTITUTE, UAE.**

## **SKILLS & CAPABILITIES**

1. Good Customer Relationship Management skills.
2. Ability to work both independently or as part of team.
3. Ability to perform well minimal supervision.
4. Possesses learning an agility.
5. Excellent selling and convincing skills.
6. Excellent command over spoken English.
7. Ability to cope up with rejection.

## **PERSONAL DATA**

**Sex:** Female  
**Date of Birth:** 16-09-1993  
**Nationality:** Nigeria  
**Visa status:** Freelance Visa

## **Hobbies and Interest**

Reading, Dancing, Traveling, Swimming and Meeting New People.

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

## **Reference**

***Available on Request.***