

**TOBI KAZEEM**  
**UNITED KINGDOM**

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**ABOUT ME**

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I am a highly enthusiastic and committed care assistant with over 5 year qualified experience, having undergone series of training in nursing home and also as a student nurse, I am endearing and passionate about giving quality care. I have built the ability to provide an understanding an outstanding service within my environment, exceptional at teamwork, and organizational skills, naturally and professionally trained in infection and prevention control. I have gone through series of training on moving and handling, Mobility training and how to provide person centered care. Highly experienced in supporting client with personal care, social and physical activities, eating and drinking, moving and handling.

**EDUCATION**

**Higher National Diploma(HND) in Business Administration (October 2015 – June 2017)**

**Grace polytechnic, Lagos State, Nigeria**

Subject covered: Microsoft word, Google drive, marketing

***Senior Secondary School Examination***

West Africa examination council (equivalent to GCSE)

2006 – 2012

Marigold collage

City: Lagos

Country: Nigeria

**WORK EXPERIENCE**

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***Havana care services Ltd, UK ( Jan, 2024 till date)***

***Duties and responsibilities***

- Supporting people with social and physical activities
- Helping with personal care such as support with showering and dressing
- Delivering individual support plan
- Assisted care recipients with eating and drinking
- Excellent communication skill
- Assisted on the knowledge of food and personal hygiene, control and prevention of infection and overall reassurance
- Make beds, wear correct PPE and ensure maximum neatness is maintained

***SUPPORT AND HEALTH CARE ASSISTANT***

***ARES MEDIC-CARE, LAGOS (Sept, 2021 - Nov, 2023)***

***Duties and responsibilities***

- Working independently to meet the care standards set
- Following care plans and providing best care support
- Helping with personal care and well-being
- Performing caring duties as required by the services

- Completing records and charts accurately and on time
- Communicating effectively with patients and carers
- Cooking meals according to the customer's restrictions
- Helping clients with their shopping and appointment attendance
- Monitoring and maintain health, safety and security of self and client

## **SKILLS**

- Dementia care
- Patient transfer support
- Elderly care expertise
- Safeguarding
- Data confidentiality
- Austim and Learning disabilities care
- Mobility Training
- Moving and Handling
- Safeguarding children level 1 and 2[Children First] Certificate
- Stoma Care

## LANGUAGESKILLS

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Mother tongue(s):**Yoruba**

**Main** language(s):**English**

LISTENING,READING,WRITING, SPOKEN PRODUCTION,SPOKENINTERACTION

## DIGITAL SKILLS

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Microsoft Word/Google Drive/Social Media/Facebook/Instagram/Skype

## COMMUNICATION AND INTERPERSONAL SKILLS

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- Excellent written and verbal communications kills demonstrated through clear and concise correspondence with clients and colleagues.
- Strong listening skills, allowing for better understanding of client needs and effective resolution of their concerns.
- Interpersonal Skills: Effective team player,resolving conflicts and finding mutually beneficial solutions in a professional and diplomatic manner. Demonstrated ability to work collaboratively with others, maintaining composure and professionalism in challenging situations.

## ORGANISATIONAL SKILLS

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### **Time management**

- Proficient in effectively managing and prioritizing tasks to meet dead lines and achieve goals.
- Skilled in creating and maintaining schedules, ensuring efficient allocation of time and resources.

### **Attention to Details**

- Meticulous and detail-oriented,consistently delivering high-quality work with a strong focus on accuracy.
- Skilled in reviewing and proof reading documents, ensuring error-free outputs

## HOBBIES AND INTERESTS

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Cooking,Reading