

# KINGSLEY MONDAY AKPAN

kingsleyakpan88@gmail.com | 07059872064 | No 2 Hospital Road, Abak, Akwa Ibom State.

## PROFESSIONAL SUMMARY

- Diligent Caregiver focused on providing optimal support to clients through personalized assistance and care required to manage diverse medical conditions. Proficient in organizing medications, doctor appointments and personal activities. Caring, organized and friendly with excellent interpersonal skills.

## SKILLS

- Healthcare Management
- Relationship Building
- Emotional Intelligence
- Caregiving Procedures
- Microsoft Office Packages
- Personal Hygiene Assistance
- Bedside Care
- Supportive Personality
- Medication Administration
- Mobility Assistance
- Meal Planning
- Sound Judgment

## WORK HISTORY

- Sep 2021 - Current

**Healthcare Assistant/Caregiver**

Goodnews Humanitarian Foundation - Abak , Akwa Ibom State.
- Assisting with patient hygiene, physical comfort, eating and drinking and mobility while observing and reporting specific changes.
  - Maintaining frequent supervision of residents unable to call for assistance.
  - Supporting clients with mental support and physical activities to accomplish quality of life and sustain needs.
  - Assisting patients with self-administered medications.
  - Providing safe mobility support to help patients move around personal and public spaces.
  - Changing dressings, bandages and binders to maintain proper healing and sanitary measures.
  - Confering with supervisor to discuss patient condition and medical care.
  - Recognizing and reporting abnormalities or changes in patients' health status to case manager.
  - Engaging patients in meaningful conversation, socialization and activity while providing personal care assistance.
  - Maintaining clean environment with due consideration to health and safety issues and infection control policy.
- Jun 2019 - Dec 2019

**Industrial Attaché**

Murtala Mohammed International Airport - Ikeja , Lagos State.
- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs.
  - Delivered clerical support by handling range of routine and special requirements.
  - Reported back to instructor to receive day-to-day tasks and responsibilities.
  - Interacted with customers by phone, email or in-person to provide information.
  - Answered incoming telephone calls, took down messages and provided information.
  - Verified identification and travel documents to efficiently board passengers for on-time departure.
  - Managed online booking inquiries and assisted guests and travel partners with questions throughout entire booking cycle.
  - Provided follow through on all calls with confirmations and dissemination of requested information.
  - Prepared customer invoices, accepted payments and processed refund and cancellation requests.
- Mar 2014 - Jul 2015

**Secretary**

Tower Of Ivory Schools - Edienne, Abak, Akwa Ibom State.
- Answered multi-line telephones and greeted visitors and parents to facilitate office operations.
  - Processed student registrations and withdrawals.
  - Performed clerical and administrative support duties to optimize workflow procedures.
  - Increased office participation in special events by creating newsletter with detailed calendars and other office updates.
  - Coordinated school facility use with maintenance personnel to achieve equitable access.

- Met with parents of prospective students to discuss student needs and school offerings.
- Coordinated school budgets and solicited additional funding from grant programs with well-written applications.
- Maintained school focus on learning by enforcing rules related to academics, student discipline and class attendance.
- Counseled students about rules and policies during school assemblies.

## EDUCATION

2021

**Mechanical Engineering.**

Akwa Ibom State University | Ikot, Akpaden.

2009

**WASSCE**

Lutheran High School, Ikot Obong Edong | Ikot Ekpene, Akwa Ibom State.

2003

**FSLC**

Methodist School | Obot Atan, Akwa Ibom State.

## PROFESSIONAL COURSES

- Health and Safety for Social and Health Workers (Alison)
- Caregiving Skills - Dementia Care (Alison)
- CPR, AED and First-aid (Alison)
- Masterclass in infection control (Basic and Advanced)- Udemy.
- Diabetes Awareness and prevention - Udemy.
- Nebosh International Fire and Safety Certification.

## REFEREES

- Available on Request.