**ABONJO THERESA WANDOO**



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| **SUMMARY** |
| A confident, capable, and highly motivated Graduate of Nursing with excellent knowledge of General Nursing & Midwifery procedures. Ambitious to play a vital role to provide key medical support to both IN & OUT patients. A highly performing individual with experience of Clinical, Therapeutic and Surgical procedures in the Hospital environment.  Having acquired working experience with Ahmadu Bello University Teaching Hospital and Almadina Clinic and Pharmacy. Theresa is presently looking for; a suitable opportunity to work in an organization that offer a long-term career prospect where her wealth of experience and expertise will bring about tangible and measurable development in the organization’s efficacy and productivity. |
| **personal data** |

**DATEOFBIRTH**: 17th April, 1995

**PLACE OF BIRTH:** ABUTH, Tudun Wada

**GENDER:** Female

**LANGUAGE SPOKEN:** English, Hausa and Tiv

**L**.**G.A:** Logo

**STATE OF ORIGIN:** Benue

**NATIONALITY**: Nigerian

**MARITALSTATUS**: Single

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| **EDUCATIONAL QUALIFICATION** |

* **Basic Nursing - Passed**

School of Nursing Ahmadu Bello University, Teaching Hospital

Tudun Wada, Zaria (2018-2021)

* **Certificate**

National Tuberculosis and Leprosy Training Centre and Referral

Hospital Saye, Zaria, Kaduna State. (2020)

* **Diploma in Biomedical Engineering Technology**

School of Biomedical Engineering Technology, Ahmadu Bello University,

Teaching Hospital Tudun Wada, Zaria. (2015-2017)

* **Senior Secondary School Certificate – SSCE/WAEC**

First Baptist High School, Sabon Gari, Zaria (2011-2013)

* **Junior Secondary School Certificate – JSSCE**

Master Builder Grammer School, Tudun Wada Zaria (2007 – 2010)

* **First School Leaving Certificate – FSLC**

Master Builder Grammer School, Tudun Wada Zaria (2002 – 2007)

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| professional Affiliations |

Registered Nurse - Nursing and Midwifery Council of Nigeria, (NMCN).

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| professional experience |

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| * **JANUARY 2022 to Present** | Almadina Clinic and Pharmacy G.R.A Zaria  **GENERAL NURSE**  The General Nurse is responsible for a full range of medical procedures and management duties, including conducting of Deliveries, wound dressing, vital signs, assisting in surgical procedures, cannulation, Immunization, strict monitoring of input and output of patient’s fluids, injections, oxygen administration and psychological therapy, health Education. The scope of the position includes but is not limited to the above mentioned.  **DUTIES/RESPONSIBILITIES**  Primary responsibilities include but are not limited to the following:   * Conducting of Deliveries * Wound Dressing, * Vital Signs, * Assisting In Surgical Procedures * Cannulation, * Immunization, * Strict Monitoring Of Input And Output Of Patient’s Fluids * Maintain A Good System Of Records * Nutrition Management * Ear Irrigation |
| * **Febuary 2022 – PRESENT** | Bella Care and Rehabilitation Center G.R.A Zaria  **VOLUNTEER (Operational Support)**  I work as a General Nurse and responsible for providing Psychotherapy to patient’s, Drug administration, helping patient’s rejuvenate healthy lifestyle.  **DUTIES/RESPONSIBILITIES:**  Under the supervision of the Psychiatric Doctor, am responsible for the provision of general care and support to the patients. Primary responsibilities include but are not limited to the following:   * Administration of Anti-psychotic Drugs * Psychotherapy * Health Education * General Patient Care * Monitoring of Vital sign * Assist in filling Patient’s progress reports * Documentation * Perform any other task as assigned. |
| * **JANUARY 2018 to SEPTEMBER, 2018** | Arewa Classical Model School Tudun Wada, Zaria  **SCHOOL BURSAR**  Worked as School Bursar and was responsible for Finance & Administration.  **DUTIES/RESPONSIBILITIES:**   * Responsible for the preparation and documentation of Payment vouchers, receipt vouchers, and other Accounting records. * Batching & coding of vouchers to ensure the upkeep of an accurate accounting filing system (both computerized and paper forms). * Involved in the preparation of periodic Cashbook and the bank reconciliation statement and reporting the same to the Director/Proprietor. * Assist in preparation of Activity budget and Operational budget in accordance with approved annual work plan. * Variance analyses i.e. budget versus actual on monthly basis and when required. * Ensure that all vouchers, invoices, receipts, and other supporting documents including signatures are valid. * Stamp “PAID” on already paid payment vouchers and their supporting documents to avoid the error of double payment. * Perform any other duties that may be requested. |

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| key competencies |

**GENERAL NURSING &MIDWIFERY SKILLS**

* Skilled in general nursing professionalism procedures.
* Ability to manipulate, analyzes, and interprets results obtain from medical devices and equipments.
* Knowledge of Psychotherapy and Management Psychiatric Disorders.

**COMPUTER & IT SKILLS**

* Proven Computer literacy in Microsoft Office programs such as Microsoft Word, Microsoft Excel, PowerPoint.
* Ability to handle and use office equipment and machineries including printer, scanner, and photocopy machine.

**COMMUNICATION SKILLS**

* Good communication skills with the ability to communicate fluently both in written and verbal English language.
* Dedicated team player with the ability to develop and maintain a strong interpersonal relation among co-workers including senior management.
* Flexible and adaptable with the ability to work as part of a team or as individual, with little or no supervision.

**PERSONAL SKILLS**

* Proven high level of integrity with the ability to handle confidential information.
* Self-discipline with the ability to perform well under pressure whilst working to strict deadlines.
* Self-confident having analytical mind and strategic thinking approaches toward problem solving.

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| interest & activities |

* Reading.
* Baking.
* Travelling.
* Cooking.

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| referees |

* **Hajiya Safiya Ibrahim**

Principal School of Nursing

ABUTH Tudun Wada, Zaria

Phone No.: +234 (0) 8039434921

* **Dr. Babatunde Adeshina**

Finance and Admin Officer,

Chief Lecturer Federal College of Education,

Zaria.

Phone No.: +234 (0) 8036146596

* **Mr. Omole Temitope Favour**

Finance Officer,

North East Regional Initiative (NERI),

Damaturu, Yobe State.

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