

HABIB BERYL MIMIE

**B1/45 PURDI STREET, MAITAMA
EXTENSION, MPAPE, ABUJA.**

PROFILE

As a graduate in Mass Communication, I always strive to work consistently with enduring legacy, I possess a good interpersonal skill, and I am self-motivated, having ability to work effectively toward achieving desired goals in a team. I have the ability to work with minimum supervision as well as seek self-development and job satisfaction. I am good at assisting and carrying out orders and willing to go through training.

CARRER OBJECTIVES

To work in a corporate organization providing innovation and dynamic approach to fulfilling organizational goals and objectives as well as personal career objectives.

Hobbies: organizing, watching movies, listening to music and cooking

CONTACT

PHONE:
+234802996372.

DATE OF BIRTH
20/05/1998

NATIONALITY
Nigerian / Sierra Leonean

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EDUCATION

Benue State University Makurdi, Benue State

B.Sc Mass Communication
Awarded second class lower (2:1)
2016 – 2021

Our Lady of Apostles Girl's college Akwanga, Nasarawa State

West African Secondary School Certificate
2009 - 2015

Mater Misericordiea Nursery and Primary School Nyanya, Abuja

2003 - 2009

PROFESSIONAL MEMBERSHIP/ CERTIFICATIONS

- **Sabilink School of Techology 2024 (Awaiting Certificate)**
 - Problem Solving and Web Development
- **Nigerian Red Cross Society 2024**
 - Basic Life Support (CPR, AED and Bleeding)
- **Dewdrop Institute Assured Certificate in Basic Professional Care Services 2024**
 - City and Guilds London Institute
 - Skills Development Council Canada
- **CLEMADS GLOBAL CONSULTING LTD**
 - Human Resource Management (June, 2022)
 - Public Relations (May, 2022)
 - Entrepreneurship and Business Management (May, 2022)

FEDERAL MINISTRY OF INFORMATION (FIC)

- Computer Appreciation in Data Processing (2015).

WORK EXPERIENCE

Defence Headquarters Medical Centre, Mogadishu Cantonment, Asokoro, Abuja.

Caregiver/Nursing Assistant

2024

Practical caregiving in departments like GOPD, Family Ward, Male Ward, Female Ward, Family Planning, Public Health, Maternity Ward, Accident & Emergency.

- Mobility assistance
- Checking of vital signs and sugar level
- Emptying of catheter
- Inserting rectal suppository
- Emptying and washing of bedpan
- Feeding and Dressing the client
- Assist in wound dressing
- Assist in giving Medication
- Record and documentation
- Assist the nurses with any request
- Providing Emotional support and companionship
- Light House Keeping
- Shopping and food preparation
- Any other requests from the client

Transmission Company of Nigeria (TCN), Abuja Region, Maitama, Abuja.

Assistant Public Affairs Officer

2021–2022

- Newspaper cutting and review
- News distribution

- Assisting HR department with Administrative work.
- Video transcription
- Magazine and Pamphlet organizing and distribution.
- Photocopying, typing, filling and organizing documents.
- Maintaining office supplies
- Assisting and directing guests.
- Any other jobs assigned to me by management.

Nigeria Television Authority (NTA) Channel 5 Abuja.

2019

- Programme writing
- Assisting in typing scripts
- Conducting outdoors Interview on different topics
- Video Editing
- Voicing
- Vox Pop
- Any other jobs assigned to me by management.

Radio Benue, Makurdi.

2018

- Conducting outdoors interviews on different topics
- Attending seminars and reporting to the supervisor
- Writing for a radio programme
- Any other jobs assigned to me by management

SKILLS

- Care giving experience computer literate, passion to help others, highly motivated, organized, efficient, adaptable, enthusiastic, perceptive, creative and target-driven.
- Good communication skills – both written and verbal.
- Strong team collaboration skills, time management, work closely with team members to achieve organizational and project goals.
- Excellent interpersonal communication, well-developed analytical skills.

References

MWO UMAR

Defence Headquarters Medical Centre, Mogadishu
Cantonment, Asokoro, Abuja.
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