**PERSONAL DETAILS:**

NATIONALITY: British

**PROFILE:**

I am highly organized, friendly, enthusiastic, caring and have a great sense of humour. I am a people person and can relate to people from a wide variety of background. I have strong leadership qualities a genuine desire to help people,

a good communicator and an excellent team player.

**EMPLOYMENT HISTORY - CURRENT POSITION:**

**Live in Personal Care Assistant Jan 2011 – present**

GU1 1QY, UK

**RESPONSIBILITIES:**

- Working closely with one disable person to support his day-to-day life

- Helping client to wash and shower

- Preparing and serving food and helping client to eat

- Making and changing bed

- Maintaining client’s household

- Driving and helping client with mobility problem to move around

- Keeping supplies and equipment in order

**Team Leader – Night Social Care Worker Jan 2010 – Dec 2010**

UK

**RESPONSIBILITIES:**

- Taking over responsibilities for the care of service user’s from the day staff at the start of the night shift.

- Ensured that the agreed psychology behavioural guidelines for each service user are followed in conjunction with the Management team.

- Supervising all staff in providing an effective 24-hours service and to demonstrate a responsible degree of flexibility to ensure all shifts are covered in the absence of colleagues.

- Using initiative in making decisions to deal with any incidents effectively, to best meet the needs of each service user and staff member and accurately record all incidents.

- Contributing in preparation of reports for service user’s reviews as required.

**Live in Personal Care Assistant Dec 2007 – Dec 2010**

**RESPONSIBILITIES:**

- Fulfil activities of daily living e.g. working, leisure and education

- Helped client with medication as prescribed by the doctors

- Assisted with day-to-day household tasks – changing beds, laundry, cooking, traveling

- Respected client’s confidentiality at all times

**Care Assistant Feb 2005 – Nov 2007**

UK

**RESPONSIBILITIES:**

- Taking care of the patients on palliative care unit

- Assisted patients with personal, physical mobility and therapeutic care needs as per care plan

- Checking patients pulse rate, temperature, and respiration rate

- Helping with some prescribed exercises and medication administration

**Care Worker Nov 1998 – Nov 2005**

Dom Pomocy Spolecznej, 155 Nawojowska Street, 33-300 Nowy Sacz, Poland

**RESPONSIBILITIES:**

- Working with elderly people with physical and learning disabilities

- Providing practical help with daily activities

- Supporting clients with daily personal care such as washing, dressing, eating

- Carried out general tasks such as housework, laundry and shopping

- Helping clients organize their budget, pay bills and write letters

- Helping to organize recreational activities

- Escorting clients to and from residential home

**Sales Department Manager Dec 1994 – Oct 1998**

Poland

**RESPONSIBILITIES:**

- Responsible for leading and guiding a team of salespeople

- Mentored members of my sales team, assigned sales training, hiring salespeople

**Military Service Sept 1989 – April 1991**

Poland

**EDUCATION & QUALIFICATION:**

**British Butler Institute – International School For Butler Administrators and Household Managers (Trained British Style) – Castlewood House,**

**UK**

Certificate of completion March 2014

**Active Assistance Training Centre, UK**

NVQ Level 3 – Health and Social Care – Distinction Feb 2009 – July 2009

NVQ Level 2 – Health and Social care – Distinction May 2008 – Dec 2008

**Cabin Crew Direct**

The E – Learn diploma course for cabin crew applicants Jan 2007

**Basingstoke College of Technology – UK**

Level 2 - Certificate in Safe Handling of Medication May 2005 – July 2005

**Southampton City College – UK**

Level 2 - Certificate in working with people who have learning disabilities June 2004 – Sept 2004

**Post Secondary School of Public Health** **Poland**

Disabled People Attendant Course Oct 1999 – July 2000

**Catering Secondary Vocational School – 84 Jagiellonska Street, 33-300 Nowy Sacz, Poland**

GSCE/BTEC Sept 1984 – July 1988

Catering Technician, Specialization: Technology and Organization of Catering

**LANGUAGES:**

Fluent in speaking, writing and understanding – Polish, English

**COMPUTER & SOCIAL SKILLS:**

Fully computer literate with Microsoft Word and excel processing skills.

Regular user of Internet, email and extensive Windows’ and Mac based database experience.

**First Name of Application CV No:** **592002**

Whatsapp Mobile: +971504753686

