



AIKHOMON MARIA OKOGHENU

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SUMMARY

Dedicated healthcare professional with expertise in patient support and administrative functions. Demonstrated ability to assist managers by efficiently handling secretarial tasks, allowing for optimal time management. Proficient in delivering compassionate care, administering medications, and maintaining cleanliness in patient areas. Strong communicator with a focus on teamwork and improving patient experiences. Motivated professional with a strong focus on patient interaction and support. Builds trusting relationships through respectful communication and personalised care. Demonstrates adaptability and problem-solving abilities, ensuring a safe and hygienic environment for all.

SKILLS

- Co-ordination skills
- Administrative Operations
- Self Motivation
- Email Management
- File Systems
- Microsoft Office
- Microsoft Word
- Travel Coordination
- Microsoft PowerPoint

EXPERIENCE

December 2024 - Current

Health Care Assistant /Support Worker Kennores Healthcare Recruitment Ltd | Leeds, West Yorkshire, United Kingdom

- Facilitated daily personal care tasks, including bathing and dressing, to promote dignity.
- Monitored changes in physical and mental health, promptly informing senior carers of concerns.
- Implemented effective housekeeping practices to maintain clean and safe living conditions.
- Created and executed individualized care plans, enhancing patient health outcomes.
- Coordinated care with healthcare professionals to streamline patient support services.
- Adhered to safety regulations while completing all assigned tasks diligently.
- Fostered independence among residents by encouraging self-belief during activities.
- Supported patients' nutritional needs by ensuring appropriate meals and assistance with feeding.

February 2024 - Current

Care/Support Worker ISupport Group | Leeds, West Yorkshire

- Maintained clean and hygienic living environments, ensuring comfort and safety.
- Built strong, trusting relationships with patients by providing continuous support and delivering best possible care.
- Carried out personal care tasks, including meal assistance, toileting and mobility support.
- Provided personalised care and support to residents, enhancing their quality of life.
- Assisted service users to prepare for day with bathing, dressing and providing toilet assistance.
- Engaged in respectful communication, respecting the dignity of those in care.

February 2019 - September 2023

Administrative Secretary LEO'S EXQUISITE SHELTER CONCEPT LTD | Lokoja, Kogi state, Nigeria

- Maintained effective communication flow by screening and answering phone calls.
- Generated solutions to enhance operational efficiency through problem analysis.
- Responded promptly to all client correspondence, ensuring timely communication.
- Developed strong inter-organisational relationships with stakeholders

- Telephone Skills
- Scheduling
- Stakeholder Management
- Internal Communications
- Microsoft Excel
- Architectural Design
- Workforce Productivity
- Communication Skills
- Safety Principles
- Mental Health
- Health Care
- Housekeeping Skills
- Secretarial Experience
- Confident and Emotionally Stable
- Confidentiality
- Knowledge of Finance
- Recruitment
- Cooking Skills
- Document Management Systems
- Ability to Multitask
- Diplomacy Skills
- Professional Attitude
- Patient record keeping
- Care planning
- Administrative support
- Communication skills
- Team collaboration
- Personal care
- Clear communication
- Data management
- Patient interaction
- Hoist operation
- Food safety
- Safe food handling
- Food preparation basics
- Chef support
- Cooking basics

at all levels.

- Created architectural designs utilising advanced IT skills in MS Office applications.
- Coordinated appointments, managed schedules, and notified attendees of changes.
- Streamlined firm operations by proactively managing diaries and emails.
- Trained new administrative staff, sharing expertise to ensure high office performance.

February 2013 - December 2019

**Personal Assistant To The State Women Coordinator of Life Press
DEEPER CHRISTIAN LIFE MINISTRY** | Lokoja, Kogi State, Nigeria,
Nigeria

- Delivered extensive administrative support for Life Press Ministry functions.
- Coordinated internal and external meetings, ensuring accurate minute-taking during sessions.
- Facilitated effective communication by liaising with staff, clients, and regulatory bodies.
- Managed telephone calls and face-to-face enquiries with professionalism.
- Arranged appointments alongside travel, and accommodation logistics.
- Executed purchase orders and expense claims, while overseeing invoice processing.
- Enhanced departmental workflow by maintaining organised administrative operations.
- Generated board meeting documentation, including agendas and logistical support.
- Handled emails and written business correspondence on behalf of senior office staff.
- Monitored emails and correspondence, prioritising and responding on behalf of the executive to streamline workflow.
- Handled sensitive information with discretion, ensuring compliance with data protection regulations, and company policies.
- Updated shared calendars with accurate meeting and event information.
- Took accurate and detailed notes at meetings covering agenda items, action points, and proposals.
- Coordinated and booked meetings, conferences, and client appointments for managers.

EDUCATION

03/2026

NVQ 3 | NVQs Level 3

Gecko Programmes (Integer Training), United Kingdom.

09/2024

Masters Degree | Management and International Business

LEEDS BECKETT UNIVERSITY, Leeds, United Kingdom

GPA: Graduated with Honours

12/2016

Post Graduate Diploma in Education | Post Graduate Diploma in Education

Ambrose Ali University, Ekpoma

GPA: Graduated with Honours in Post Graduate Diploma in Education

04/2013

Bachelor of Science | Accounting
AMBROSE ALLI UNIVERSITY, Ekpoma, Edo State, Nigeria

09/2000

School Certificate | Finance
UENDOVA PRIMARY SCHOOL, Ekpoma

07/2006

Secondary School Certificate | Finances
BLESSING SECONDARY SCHOOL

CERTIFICATIONS

- Level 3 NVQ
- Level 2 NVQ
- Medication Trained

HOBBIES AND INTERESTS

- Cooking
- Baking
- Swimming
- Going out
- Spending time with family
- Traveling (Trips)

LANGUAGE

- English
- French

REFERENCES

- Mr Joseph, KENNORES HEALTHCARE RECRUITMENT LIMITED, info@kennoreshealthcarerecruitment.com, 01132721839.
- Debbie Holmes HR Team @ ISupport Group contact@isupportgroup.co.uk, 07380908671
- Emmanuel Faniyi, A Nurse, oloruniyi_abayomi@yahoo.com, 07533778491
- Prof. Abulimen Cletus, AMBROSE ALI UNIVERSITY EKPOMA, 2348056445868
- A. O Israel, DEEPER CHRISTIAN LIFE MINISTRY LOKOJA, info@dclm.org