

CURRICULUM VITAE

MEENU MATHEW
49 SHERIDAN WAY,
NOTTINGHAM,
NG5 1QH
MOB : 07767106403

Career Objective

Caring and resourceful professional with more than 4 years of experience in health care support. Able to assist with medications, manage patients grooming, serve meals, help people move around, make patients feel comfortable, and monitor residents condition. The main objective is to make patients feel comfortable in the best way i can.

Career outline

- Currently working as a Senior Health care Assistant (senior in charge) at Hawthorn Lodge Care home , Nottingham (January 2023-2026 January)
- 6 months work experience in Bradford Royal Infirmary as Health care assistant in Theatre, Bradford, West Yorkshire (June 2022- December 2022)
- 2.5 year work experience as Senior Health care Assistant under an agency named Well care 24/7 Bradford (February 2020- June 2022)
- 3.5 year experience as HR assistant at Infopark Center, Kerala, India (June 2015- February 2019)

Job Duties and Responsibilities

- Managing a team of care workers
- Developing and Reviewing care plans
- Providing support with personal cares to residents
- Conducting spot checks
- Engage with other health care professionals like Nurses, GP to ensure residents needs are met
- Monitoring health conditions like pulse, respiration and Temperature
- Assist with Medication administration and medication records
- Ensuring all the services are delivered in line with all relevant policies, procedures and practices
- Assist with Training and mentoring new staff
- Contacting emergency services for residents

Educational Qualification

- Masters in Business Administration from Leeds Beckett University, Leeds. (2020-2021)
- Masters in Business Administration from Marian International Institute of Management, Kuttikanam. (2013-2015)
- Bachelors in Business Administration from MA College, Ramapuram, Kerala, India. (2010-2013)

Strengths

- Team Work
- Good communication skills
- Co-ordination
- Time Management
- Willingness to learn new concepts
- Hardworking
- Maintaining good relationships

Declaration

I hereby declare that all the details given above are true and best of my knowledge.

**Place: Nottingham
Date: September, 2025**

Meenu Mathew