

KELECHI FREDRICK ORJI

Care Support Assistant

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Summary

I am a dedicated Care Support Worker with a proven track record in providing compassionate care to vulnerable individuals. Skilled in assisting with personal hygiene, medication, mobility, and emotional support. Experienced in promoting well-being and independence. Passionate about making a difference and showcasing empathy. Strong administrative background in managing logistics, coordinating meetings, and enhancing operational efficiency. Committed to upholding the values of care and support.

Experiences

Aroma Care People Ltd United Kingdom

West Midlands, England.

Home Care Support Worker

03/2023 - Present

- I provide care for vulnerable people in their own homes
- I support care needs such as; Assisting with personal hygiene; helping with body wash, bath or shower, use toilet or commode or bedpan, care for their skin or hair
- Assisting with dressing, choice of clothes and personal appearance
- Supporting with their medication
- Assisting with mobility (Manual Handling): use of wheelchairs, hoists, sliding sheets and others
- Providing emotional support and companionship
- Promoting health well-being, and independence

Anchor of Grace Ministries

Abuja, Nigeria

Social Welfare Officer - Part time

01/2018 - 01/2023

- Visitation and charity to orphanages and old people's homes
- Attending to new members
- Seeing to the medical needs of the church ministers and workers
- Organizing homes and hospital visitation team to visit members when such need arises
- Liaising with the family to arrange for a befitting burial in respect of a deceased member
- Providing foods, clothing and occasionally shelter for the homeless, the elderly people and lonely in the community as well as the needy

Freelance

Nigeria

Administrative Manager

06/2018 - 01/2023

- Worked in contract positions to provide general and project administrative services to executives and operational or project teams
- Identified key administrative needs of client organizations, aligned administrative systems and structures to suit strategic objectives
- Collaborated with executive management in setting strategic direction, performing reviews and solving emerging issues

- Kept track of progress made in specific operational directions, ensured adequate documentation, record keeping and reporting
- Scheduled/convened meetings, ensured standard meeting management vis-à-vis expected outcomes
- Followed-up staff on allotted definite tasks and responsibilities from meetings
- Made logistic arrangements on travel, accommodation, transportation
- Took meeting minutes, documented and circulated meeting decisions and key points to stakeholders

Kross Errand Services

Port Harcourt, Nigeria

Administrative Supervisor

04/2016 - 06/2018

- Introduced a more effective filing system
- Increased overall speed of production and service delivery by creating efficient MS Word database for client details, forms, letters and documents
- Demonstrated excellent abilities in customer orientation by assisting marketing department in promotional activities
- Ensured time-cost efficiency and security with respect to travel details and logistics
- Oversaw fleet management, fuelling and maintenance
- Managed procurement and inventory for office supplies, equipment, and services
- Negotiated contracts, monitored vendors, service providers, and equipment leases
- Organized training sessions and workshops

Admiralty Fleet Limited

Port Harcourt, Nigeria

Administrative Officer

08/2009 - 03/2016

- Reduced operational downtime by optimizing responsibilities/task allocation to employees to cover all administrative and logistics duties
- Provided backup support to other departments, which was highly acknowledged by Director of Operations
- Managed distribution of invoices and requisitions to appropriate departments
- Accelerated appointment system by incorporating interactive calendar, resulting in hassle-free appointment logging
- Supervised third party service providers
- Issued controlled copies of documentation within department and externally to other departments
- Verified accuracy of data produced
- Made all administrative arrangement for meetings, travel bookings, accommodation reservations and others

Fidelity Bank PLC

Aba, Nigeria

Marketing Intern

03/2008 - 06/2009

- Sourced and secured new clients for bank's products including current, savings, domiciliary and corporate accounts
- Implemented strategies for brand promotion and awareness.
- Conducted market research and executed responsive market penetration strategies
- Analysed customer segments and worked to improve customer engagement approaches
- Strengthened engagement and relationship with existing and new customers

Education

University of Nigeria
Bachelor of Arts in English
01/1999 - 06/2004

Nsukka, Nigeria

Training / Courses

- NISP - Health, Safety & Environment (HSE) 2010
- Careskills Academy - Duty of Care 2023
- Careskills Academy - Communication 2023
- Careskills Academy - Learning Disability 2023
- Careskills Academy - Dementia Awareness 2023
- Careskills Academy - Person-centered Care 2023
- Careskills Academy - Equality, Diversity and Inclusion 2023
- Caredemy - Safeguarding Adults 2024
- Caredemy - Health and Safety 2024
- Caredemy - Fluids and Nutrition 2024
- Caredemy - Basic Life Support 2024
- Caredemy - Infection, Prevention and Control 2024
- ELFH - Oliver McGowan Mandatory Training on Learning Disability and Autism 2024

Skills

- Empathy
- Safeguarding Adults
- Manual Handling
- Problem Solving
- Communication
- Patient
- Team Player
- Interpersonal Skill
- Team Player
- Computer Skills
- Driving

Interests & Hobbies

- Football
- Travelling
- Helping others
- Making positive impacts