



# Akinyemi Oluwafunke Rebecca

Seeking a challenging position in a growth-oriented organization where I can utilize my skills and experience. With over five years in admission operations at GRE School and GEMS Millennium School, along with four years in home care, I have developed strong administrative, customer service, and caregiving abilities. I am committed to efficiency, exceptional service, and contributing to the success of the organization while continuously growing professionally.

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📍 Al Majaz., Sharjah, United Arab Emirates

## WORK EXPERIENCE

### Nursing Assistant

#### Genesis Specialties Hospital

2014 - 2018

Ikeja, Nigeria

##### Tasks

- Assist patients with daily activities including bathing, dressing, and feeding, ensuring comfort and dignity.
- Ensure patient safety and assist with mobility, including repositioning and transferring patients from beds to wheelchairs.
- Provide emotional support to patients and their families, offering reassurance and information on patient care plans.
- Support nurses with routine care procedures, including catheterization, wound dressing, and administering medications under supervision.
- Take vital signs, record and report observations, and assist with patient exams and procedures.

### OFFICE ASSISTANT

#### Admission Office GRE School office Gems Millennium

07/2019 - Present

Muwaila, Sharjah, UAE

##### Tasks

- Assist in managing office tasks, ensuring efficient day-to-day operations.
- Prepare, organize, and maintain office documents, including files, records, and reports.
- Answer phone calls, direct inquiries, and take messages as necessary.
- Maintain office supplies inventory and reorder when necessary.
- Draft, proofread, and send emails, letters, and internal memos.
- Assisted in handling student attendance records.
- Helped with event planning and coordination.
- Ensured a well-organized and efficient office environment.
- Scheduled appointments and coordinated meetings for school staff.

## EDUCATION

### Certified Nursing Assistant

#### CNA Training Institute

2024 - 12/2025

Dubai, UAE

## SKILLS

Data entry and record-keeping

Email and phone communication

Office equipment operation (printers, scanners)

Filing and document organization

Scheduling and calendar management

Strong communication skills

Organizational and multitasking abilities

Attention to detail

Problem-solving skills

Time management

Teamwork and collaboration

Customer service skills

Ability to work under pressure

Technical skill

## LANGUAGES

English

Full Professional Proficiency

Yoruba

Full Professional Proficiency

## INTERESTS

Problem-solving and critical thinking

Volunteering and community service

Event planning and coordination

Technology and computer skills

Administrative work and organization

Reading and research