

AMARJIT SINGH

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St Albans,

Hertfordshire

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PERSONAL STATEMENT

- Excellent communication and interpersonal skills, with the ability to develop strong relationship.
- Organized, professional, able to multi-task.
- Reliable, trustworthy, articulate, polite.

CAREER HISTORY

HGV CLASS 1 AND CLASS 2

- 4 Day course for Articulate Lorry
- 4 Day course for Rigid Lorry

Night Care Team Manager

September 2018 – to Present - Vesta Lodge (Quantum Care)

Main Responsibilities:

- Do daily allocation
- Supervisions to staff
- Attend to the wishes and comfort, personal appearance and hygiene of residents
- Take and chart observation of residents including weight, food and liquid intakes/ outputs
- Assist and actively encourage the social care and wellbeing of residents
- Assist with the reception and orientation of new residents.

House Trainer / Senior Healthcare Assistant

Dec 2010 – August 2018 - Houndswood House Nursing Home

Main Responsibilities:

- Do daily allocation
- Supervisions to staff
- Help nurse with care plans
- Attend to the wishes and comfort, personal appearance and hygiene of residents
- Take and chart observation of residents including weight, food and liquid intakes/ outputs
- Assist and actively encourage the social care and wellbeing of residents
- Assist with the reception and orientation of new residents.
- Escort residents to Hospital, dentist, shops or other approved excursions
- Ensure that all residents receive person centred care.

Sales Assistant

August 2008 – June 2010

NEW YORK life Insurance Policy

I applied a high level of customer interaction, assisted customers to find the Insurance policies that the best suited them, was responsible for processing cash. Also responsible for my team and monthly targets.

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENTS

March 2017 - October 2018 :- Leadership Management Level 3

- Organization
- Management Strategic
- Customer Care

Jan 2015 – Jan 2016 :- NVQ Level 3

- Adult Care
- Equality and Diversity
- Safeguarding

Sep 2010 - Sep 2012 :- Hospitality Management Level 6

- Organization
- Management Strategic
- Customer Care
- Human Resource

April 2009: - Degree In Bachelor Of Commerce (India)

- Financial Accounts
- Business Finance
- Organization Behaviour
- English
- Punjabi

April 2006 : - A Level In Commerce (India)

- Math's
- Accounts and Business Statistics
- Organization Behaviour

April 2004 : - GCSE (India)

- Math's
- English
- Science
- Social Studies
- Physical Education