**DIKE EMEKA RICHARD**

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**PERSONAL SUMMARY**

A reliable and trustworthy individual, I take pride in doing work to the highest standard and I am always happily and confidently willing to take on responsibilities in the workplace. A quick learner who enthusiastically takes on new challenges, works well in a Team as well as being able to Lead, use initiative, and can communicate at all levels. My career objective is to be in a dynamic organization that provides the adequate tools and right environment for self-development.

**SKILLS**

* Effective and excellent interpersonal Communication Skills
* Good Team Management Skills
* Case Analysis
* Alternative Dispute Resolution
* Exception Knowledge of Microsoft Excel
* Excellent Knowledge of MS Word

**EXPERIENCE**

* **Christ the king Chaplaincy Catholic Church, Owerri, Imo State**

**Care Officer/ Welfare Officer (VOLUNTEERING)** 2015- 2021

**DUTY**

**-** Helping the Vulnerable or the cheated to challenge or fight for their rights in the court of law

- Helping and assisting a care home resident eat, drink, wash and get dressed.

- Assisting in personal care such as showering and toileting.

- Supporting the vulnerable with their shopping, taking them out to cinemas and football field

- Involvement in writing residents’ care plans.

- Providing information to family members regarding the care plan but observing and maintain confidentiality.

- Ensuring that the vulnerable needs and wishes are met.

- Monitoring the residents’ conditions like taking their temperature, observing their pulse, respiration, and weight, and possibly helping with medication

-Helping the vulnerable to challenge or fight for their right in the c

* Nnaji-dike law chambers, Imo State, Nigeria 2016- 2021
* Ministry of Justice, Enugu State, Nigeria 2014-2015

(Nigeria Youth Service Corps)

**EDUCATION**

* Nigeria Law School, Abuja (B.L) 2012-2013
* Imo state university (LL. B) 2007-2012
* Government Secondary School, Owerri, Imo state 2001-2007

 **TRAINING/COURSES ATTENDED**

- First Aid Training. – Control of Substances Hazardous to Health (COSHH).

-Medication Administration. – Fire Safety. – Food and Hygiene. – Protection of Vulnerable adult. – Infection Control. -Personal Centred Care

 **INTERESTS**

Meeting new people and building relationship, Cooking, watching football and movies at cinemas, caring for less privileged/vulnerable adults/children and supporting them in their daily activities and reading novels.

 **REFERENCES**

 Available on request