

ELIJAH CHUKWUEMEKA SAMUEL

Lagos, Nigeria | 0810 743 4463 | elijahemeka16@gmail.com | Willing to relocate

PROFESSIONAL SUMMARY

Healthcare and Administrative Professional with practical experience in nurse assistance, pharmacy operations, office administration, and customer service. Experienced in assisting patients with daily care, supporting nurses with routine tasks, maintaining cleanliness, and helping ensure patient comfort. Also skilled in records management, inventory support, communication, and maintaining confidentiality in professional environments.

CORE COMPETENCIES

- Patient Support & Daily Care
- Patient Comfort & Wellbeing
- Cleanliness & Hygiene
- Nursing Team Support
- Pharmacy Operations
- Customer Service
- Record Keeping & Documentation
- Stock & Inventory Monitoring
- Communication & Teamwork
- Confidentiality
- Microsoft Office Suite
- Attention to Detail

PROFESSIONAL EXPERIENCE

Nurse Assistant

Madonna Hospital | February 2023 – November 2023

- Assisted patients with daily care and supported their comfort and wellbeing.
- Monitored patients' comfort and reported or raised concerns to nursing staff as appropriate.
- Maintained cleanliness in patient-care areas.
- Supported nurses with routine tasks as directed.

Pharmacy Technician

Troop Pharmaceutical Limited, Lagos State | January 2026 – July 2026

- Attended to customers daily, provided over-the-counter (OTC) guidance, and explained proper medicine use and possible side effects.
- Maintained daily sales records, stock registers, and expiry monitoring to support compliance with pharmacy procedures.
- Resolved customer complaints and operational issues to support smooth workflow.
- Supported the Managing Director and Pharmacist with administrative tasks, documentation, and inventory checks.

Administrative Assistant

Contec Global Group, Victoria Island, Lagos | October 2024 – September 2025

- Initiated purchase orders for office supplies and supported cost-effective procurement.
- Managed front desk operations, visitor reception, calls, and correspondence.
- Improved filing and documentation systems, increasing document retrieval speed by 30%.
- Assisted with budget preparation, invoicing, expense tracking, and bookkeeping.
- Coordinated meetings, prepared agendas, and documented minutes for management.
- Maintained employee records and company databases with attention to detail and confidentiality.
- Enhanced customer satisfaction through prompt and professional responses.

Front Desk Officer

Wells Royale Hotel, Abia State, Nigeria | June 2022 – May 2024

- Managed front office functions including scheduling, filing, guest check-ins, and correspondence.
- Handled a high volume of calls, emails, and guest inquiries professionally.
- Coordinated with housekeeping, catering, and management for daily operations and events.
- Processed invoices, purchase orders, and expense reports.
- Maintained staff attendance records and supported payroll documentation.
- Assisted with recruitment by scheduling interviews and managing candidate records.
- Followed company policies and confidentiality standards.

EDUCATION

B.Sc. Public and Community Health

Abia State University, Uturu | February 2021 – December 2025

CERTIFICATIONS & SKILLS

- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint
- Data entry, scheduling, and calendar management
- Strong written and verbal communication
- Attention to detail, multitasking, adaptability, problem solving, and time management

ADDITIONAL INFORMATION

Employment Status: Unemployed | **NYSC Status:** Exempted

Industry: Healthcare, Pharmacy, Administration, Customer Service, Hospitality, Document Management

REFERENCES

Available on request.