europass

Dora Twum

ID: GHA-000365735-1 | **Passport:** G5014715 | **Work permit:** Ghanaian |

Date of birth: 07/05/2000 | **Place of birth:** Accra, Ghana | **Nationality:** Ghanaian |

Gender: Female | **Phone number:** (+233) 0247020898 (Mobile) | **Email address:** doratwum1616@gmail.com | **LinkedIn:** Dora Twum | **WhatsApp Messenger:** 233247020898 |

Address: Accra, GS0405-1759, Accra, Ghana (Home)

ABOUT ME

I am a motivated and hardworking Nurse Assistant making a professional transition into housekeeping. With a strong background in patient care, hygiene, and maintaining clean and organized environments, I bring valuable experience in cleanliness, time management, and attention to detail. I am comfortable handling responsibilities independently, respecting privacy, and working efficiently under pressure. I am eager to start a new chapter as a Housekeeper in Germany and apply my transferable skills in a home or hospitality setting.

WORK EXPERIENCE

MRS CATHERINE ODONKOR – ACCRA, GHANA

DOMESTIC HOUSEKEEPER – 07/12/2023 – CURRENT

As a Domestic Housekeeper, I was responsible for ensuring a clean, organized, and hygienic living environment. My duties included daily cleaning of rooms, sweeping, mopping, dusting, laundry, ironing, and changing bed linens. I managed household supplies, reported maintenance needs, and ensured all areas were sanitized to a high standard. I worked with respect for privacy and confidentiality, maintained routines efficiently, and adapted to the preferences and schedules of the household. My attention to detail, time management, and reliability were key in maintaining a comfortable and well-kept home.

CATHERINE ODONKOR – ACCRA, GHANA

NURSE ASSISTANT – 07/12/2023 – CURRENT

Assisting patients with daily activities (bathing, dressing, toileting, feeding).

Helping patients with mobility, transfers, and repositioning.

Providing emotional support and companionship.

Measuring and recording blood pressure, pulse, temperature, and respiration rate.

Reporting any abnormal readings to the nurse or doctor.

Medication & Treatment Support

Assisting with medication administration under supervision.

Setting up and monitoring IV infusions.

Helping with wound dressing and basic medical procedures.

Maintaining a Safe & Clean Environment

Ensuring patient rooms are clean and comfortable.

Changing bed linens and assisting with hygiene.

Following infection control protocols.

Patient Records & Communication

Documenting patient progress, symptoms, and concerns.

Ensuring therapeutic communication with patients and families.

Reporting any health changes to the nurse or doctor.

Emergency Response

Performing CPR and first aid when needed.

Assisting in medical emergencies until the nurse or doctor takes over.

EDUCATION AND TRAINING

14/01/2021 – 09/09/2023 Asante Mampong ,Asante Region , Ghana
CERTIFICATE Nursing and midwifery training college Asante Mampong

LANGUAGE SKILLS

Mother tongue(s): **ENGLISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
FRENCH	A1	A1	A1	A1	

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Computer literacy(Microsoft Word,Excel,Office,Powerpoint,Outlook,Adobe Photoshop)

HOBBIES AND INTERESTS

Literature

Reading
Researching
Social media

Arts

VOLUNTEERING

04/06/2019 – 05/06/2021 Accra
Caregiver

I volunteered to take care of my grandmother who was diagnosed with mild dementia.I cared for her by checking her vitals, administering her medications, grooming, bathing,toileting etc

07/05/2021 – 14/09/2021 Accra
Nurse assistant

I volunteered and did my internship at Weija Gbawe municipal hospital where I monitored vitals,groom patients, assistant in quite complex conditions.

08/08/2022 – 12/12/2022 Accra
Nurse assistant

I had my second internship at Finney hospital and fertility center where I monitored vitals, communicated effectively with patients, serve medications, assisted in wound care and other medical procedures.

07/07/2018 – 07/06/2021 Ghana

Housekeeping

I scrubbed,sweep and clean my house kitchen,halls and environment.I also cook for my family and serve them where necessary.

MANAGEMENT AND LEADERSHIP SKILLS

Team leader

I led a new apprentice in cleaning and organizing of equipment in my facility.

COMMUNICATION AND INTERPERSONAL SKILLS

Organization

Keeping living spaces tidy, arranging items properly, and maintaining order.

ORGANISATIONAL SKILLS

Good time management

I manage my time accurately and do things am expected to do on time.