**Paul Anthony**

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**SUMMARY**

A compassionate caregiver with 2 years of experience in geriatric care within homes and assisted living environments. Recognized for providing exceptional emotional and physical support to patients and staff.

**KEY SKILLS**

Excellent communication and social skills | Strong work ethic, reliable and detail oriented | Commitment to health and safety | Knowledge of food nutrition | Proficiency in MS Excel and MS Word | Basic accounting and bookkeeping, wiling to undertake any shift work.

Skills Gained Under Caregiver Program NVQ Level 03

* Personal hygiene maintenance: mouth care, sponge baths, back care, special foot care, perineal care, head wash, and back massage.
* Nutritional care: NG feeding, food preparation, juice, and Albumin water preparation.
* Basic first aid and emergency response coordination.

**PROFESSIONAL EXPERIENCE**

**Caregiver (Health Care Support Worker)**

Care Nest (Pvt) Ltd, Colombo, Sri Lanka | Feb 2021 - Dec 2022

* Provided care while ensuring clients' emotional and physical wellbeing.
* Maintained medication schedules to ensure timely intake and reported changes to physicians.
* Helped clients with shopping, outdoor activities, and performed housekeeping duties.
* Monitored and updated family and physicians about clients' health status changes.
* Provided basic first aid when necessary and coordinated with first responders.

**Trainee - Health Care Support Worker**

Care Nest (Pvt) Ltd, Colombo, Sri Lanka | Nov 2020 – Jan 2021

* Assisted with domestic affairs and maintained personal hygiene and appearance, including body care, foot care, and hair care.
* Ensured proper nutritional diet plans and prepared meals according to dietary restrictions.
* Monitored vital signs such as temperature, blood pressure, and glucose levels.
* Assisted clients with mobility, including wheelchair, walker use, and position changes.
* Supported clients with daily activities such as bathing, dressing and eating.

**Front Desk Assistant,** Azmaara Hotels (Pvt) Ltd, Sri Lanka | Jan 2018 – Feb 2020.

* Welcomed and assisted check-in and check-out guests, ensuring a smooth and pleasant experience.
* Managed billing, handled payments, and processed transactions accurately.
* Attended telephone calls, addressing inquiries and directing calls appropriately.
* Provided exceptions customer service, resolving guest issues and ensuring overall guest satisfaction.

Assistant Accountant**,** Mandarin Reid (Pvt) Ltd., Sri Lanka | Jan. 2016 - Dec. 2016

Accountant, Hazen International Doha Qatar, Mar. 2013 – Feb. 2015

Audit Executive, Sumudu Associates, Sri Lanka May 2008 – Feb 2013

Finance Executive, Leo Burnet Inc. Sri Lanka Jul. 2002 - Apr. 2008

Accountant, The Kandy Tyre House (Pvt) Ltd. Sri Lanka Mar. 2000 - Jun 2002

Assistant Accountant**,** Reza Investment (Pvt) Ltd. Saudi Arabia May 1998- Jan 2000

Sub Assistant, Ace Containers (Pvt) Ltd. Sri Lanka Dec 1992 – Apr 1998

**EDUCATION**

**Certificate in Caregiving (NVQ Level 3)**

Tertiary and Vocational Education Commission, Sri Lanka | Apr 2023 - Nov 2023

Association of Accounting Technicians of Sri Lanka. Level 11 Jan. 1996 - 1998

**High School, Advanced Level Certificate**

De Mazenod College, Kandana, Sri Lanka | Jan 1990 – Dec 1992

**OTHER ENGAGEMENTS**

Voluntary Worked as Secretary of De Mazenod College, Tennis Association Club Jan 2005 – Dec 2006