Raymond Tawanda Kufandirori

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# PROFILE

A hardworking, motivated and compassionate professional with core knowledge and skills in care giving and finance. Seeking to leverage the skills and knowledge obtained through previous work experience to gain a role as a full time Care Assistant in a renowned healthcare facility. Dedicated, competent and detail-oriented individual with the capacity to do what is expected and achieve company goals. Possesses strong good relations, good team worker and confident enough in communicating with other people and dealing with clients in a professional manner.

# RELEVANT SKILLS

* Compassionate in being a caregiver and being able to deal with client’s emotional needs.
* Providing quality emotional support to others through kindness and empathy.
* Being patient and observant by putting the client’s needs first if they require immediate assistance.
* Able to communicate with clients effectively in a respectable manner so that they feel cared for.
* Able to work as a team and motivate others to achieve set goals.
* Able to manage time effectively and prioritizes workloads as well as to initiate work effectively.
* Easily adaptable to change as demonstrated by previous experience living in two different countries.
* Languages fluently spoken English and Shona.

# EDUCATION

## Bachelor of Business (Accounting and Finance), 2017 – 2019 (Grade Point Average: 3.01) – Swinburne University of Technology (Malaysia)

***Red Cross Zimbabwe (Nurse Aide)- 3 Courses Health and Safety Group (15 Courses)***

***Integrated Personalized Care***

***Association of Certified Chartered Accountant (ACCA) -*** Modules completed to date: 9 Completed

## Glen View High 1, Zimbabwe. A-LEVELS (Accounting, Management of Business)

***Glen Norah 1 High, Zimbabwe. GCSEs- 7 subjects, grades A-C including Math’s and English.***

**PROFESSIONAL EXPERIENCE**

**Pro help Limited (UK)**

**Senior Health Care Assistant December 2022- To date**

* Responsible for:
* Dressing or assisting with any physical activity whereby the client’s needs support**.**
* Assisting with personal care and monitoring if there are any issues which needs to be communicated to the management and keeping an update to the next of keens on the condition of the clients.
* Domestic duties: Cleaning, emptying bins, washing where requested.
* Administration of medication and keep the records in the log book (recording each visit to communicate to the next carer), care plan updates.
* Develop and lead activities for service users.
* Keep families up to date about their relative's progress.
* Train and mentor new staff.
* Supervising a team of carers, providing support and assistance, providing them with PPE and documents as and when needed.
* Reporting any issues to the management team.
* Complete and maintain records of daily activities, observations, and direct hours of service.
* Ensuring that service is delivered in accordance with all relevant policies, procedures and practices.
* Attending in-house training sessions and staff meetings.

**Deloitte Zimbabwe 2021 – 2022**

**Auditor (Intern)**

* + Attending in Audits of:
* Property, Plant and Equipment: Check for existence and valuation of assets are owned by the company.
* Cost of sales: Determining the existence of inventories and the occurrence of transactions affecting cost of goods sold.
* Trade and other receivables: Determining fair presentation in the context of financial statements as a whole.
* Trade and other payables: Ensuring that there is enforceable rights and obligations for the accounts payable and to ensure the valuation and allocation has been properly carried out for the recording of accounts payable
* Financial reporting – to provide information about the financial position, performance and changes in the financial position of an organization.

# Red Cross Zimbabwe

**(Sali Mugabe Central Hospital former Harare Central Hospital) 2020 – 2021**

**Nurse Aider (Internship)**

* Responsible for:
* Bed making: Making the bed and patient’s unit tidy.
* Bed Bath: Helping patients who are unable to bath themselves whilst they are in bed.
* Oral Care: Assisting the patient in maintaining oral cavity healthy through cleaning of the gums, teeth and tongue.
* Feeding: Giving food to a patient who is unable to self-feed.
* Lifting: Helping patient’s in adjusting their bodies to a more comfortable position.
* Toileting: Assisting dependent patients with his/ her elimination needs
* Pressure point care: Relieving pressure through changing positions.
* Infection control: Ensuring that the patient area is always clean to avoid the spread of infection.

# Paynet Zimbabwe 2019 - 2020

**Gateway Operator**

* + Responsible for sending and receiving payments for organizations and individuals.
	+ Tracking electronic transmission of salaries transactions through to banks and mobile wallets.
	+ Collecting appropriate contributions from participating companies electronically and;
	+ Day to day reconciliation to match the funds available from both our company and that of the client.
	+ Being proactive in recognizing errors and barriers to efficient ways of working and challenging and providing solutions for continuous improvement.

# Run for the Wild yearly event (Malaysia) 2018 -2019

## Volunteer

* + Responsible for showing participants directions that they needed to take during the event.
	+ Checking and helping participants who faced any problems and assisting them to get proper attendance from the medical team.
	+ Controlling traffic during the event.
	+ Attending and actively contributing to team meetings

# TM Supermarkets 2015 - 2018

## Sales representative

* + Delivering positive quality customer experience while building strong relationships in all interactions through face-to-face communication with customers to know their needs and wants.
	+ Ensuring that all the legislatives regulatory requirements are adhered to through maintaining the policies of the company.
	+ Helping customers to find grocery items on the shopfloor and to make sure that we keep our customers happy all the time.

## REFERENNCES

Upon Request