**KUNDAI CHIGWAZA**

CAREER STATEMENT

Well-presented, self-motivated and confident care giver who has extensive knowledge of how to successfully assess the welfare of young children, adults and the elderly as well as those with special needs and/or mental health conditions and then develop and implement suitable plans for them. Able to carry out all aspects of the role from personal care, administering medication, meal preparation and record keeping. Possessing excellent counselling, listening and general communication skills, along with the ability to communicate complex and sensitive information about personal and social matters in an understandable form to clients and relevant authorities. Having exceptional multi-tasking and organizational skills, all of which are imperative when working closely with the general public and other professionals. Now looking forward for an occupation with a progressive employer where I can fully utilize my experience and expertise.

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| **SURNAME:**  | CHIGWAZA  |
| **FIRSTNAME:**  | KUNDAI  |
| **SEX:**  | MALE  |
| **NATIONALITY:**  | ZIMBABWEAN  |
| **RELIGION:**  | CHRISTIANITY  |
| **Driver’s License**  | CLASS 4  |
| **CELL NUMBER:**  | +447721344731  |
| **Alternate Contact Person:**  | KUZIVA CHIGWAZA +447939640687 MARGARET CHIGWAZA +447983567569 |

 **CONTACT ADDRESS:** Flat 1

 168 Hamilton Road

 FELIXSTOWE

IP11 7DU

**EMAIL ADDRESS:** Kundaic5@gmail.com

**PROFESSIONAL QUALIFICATIONS**

• Currently studying Social Care Tv Certificate in Activities and Exercise

• Social Care Tv Certificate In Care induction (June 2023– June 2023 )

• Alison Certificate for Elderly Care and Care for the disabled (May 2022– June 2022

• Bachelor of Arts Humanities and social sciences (September 2009- May 2012)

**WORK EXPERIENCE**

**1)JOB TITLE – HEALTH CARE ASSISTANT (PART TIME)**

**COMPANY -ALPENBEST CARE**

**DURATION – SEPTEMBER 2023 TO (Current)**

***Duties and Responsibilities***

• Providing personal care

• Prepare and assist with preparation of meals and drinks

• Assisting with mobility with the use of aides and personal equipment

• Social interaction

• Assisting with domestic tasks

**2)JOB TITLE – HEALTH CARE ASSISTANT (PART TIME)**

**COMPANY -MANASEH LIMITED**

**DURATION – JULY 2023 (Current)**

***Duties and Responsibilities***

• Providing personal care

• Prepare and assist with preparation of meals and drinks

• Assisting with mobility with the use of aides and personal equipment

• Social interaction

• Assisting with domestic tasks

**3)JOB TITLE – HEALTH CARE ASSISTANT**

**COMPANY –ECLECTIC CARE AGENCY**

**DURATION – JUNE 2023 (Current)**

***Duties and Responsibilities***

• Providing personal care

• Prepare and assist with preparation of meals and drinks

• Assisting with mobility with the use of aides and personal equipment

• Social interaction

• Assisting with domestic tasks

**4) JOB TITLE -NURSE AIDE**

**COMPANY -Arundel HOSPITAL**

**DURATION- July 2019- February 2022**

Duties and Responsibilities

• Assessing patient vital signs under the guidance of senior nurses

• Ensuring patients are comfortable at all times

• Maintaining wards, beds, ensuring the best hygienic environment for the patients at all times

• Administering medicines

• Adhering to safety guidelines to eliminate safety risks to patients and the healthcare facility environment

• Ensuring accurate timely flow of information by maintaining detailed patients’ records

• Transferring patients from bed to chair and wheelchair safely

• Helping bedridden patients with bathing and changing of soiled diapers and bed linen

• Take care of patients suffering from multiple cancers and mental problems

**4) JOB TITLE- Customer care agent**

**COMPANY- TELECEL**

**DURATION- March 2013-June 2019)**

***Duties and Responsibilities***

• Educating customers’ on new products and services.

• Resolving customers’ complaints and queries in accordance with company procedures.

• Escalating complex inquiries and complaints to ensure effective resolution.

• Cross and up-selling existing and new products, services and promotions to different customer segments.

• Recording customer feedback on performance of products and services in order to keep management informed.

• Identifying and reporting malfunctioning products and systems to the relevant departments and supervisor

• Protecting the company’s revenue through identifying and reporting revenue leakage opportunities such as duplicated juice cards, non-billing prepaid numbers and other activities.

• Covering extra shifts and maintaining flexible schedule to achieve company goals

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| **SKILLS**  |
| * Excellent communication skills
* Strong work ethic
* Basic life support
* Administering Medication
* Clinical waste disposal
* Meal preparation
 |
| **REFERENCES:**  |
| **EGLIN MADIVANI REGISTERED MANAGER** **ECLECTIC CARE LTD** **Old library** **St Faith’s St** **Maidstone** **ME14 1LH** **Cell +447496904635**  | **SALVA SHUVA- CALL CENTE** **MANAGER** **Telecel Zimbabwe** **202 Seke road** **Graniteside** **Harare** **Zimbabwe** **Cell +263732122283**  |

**EMAIL:admin@eclecticcare.co.uk**

**FAITH MAHLEKA ALEXANDEA KAPUS**

**MANASEH INVESTMENTS ALPENBEST CARE**

**19 Limestone Close Great Blakenham 8 Princeton Mews**

**Ipswich 167 London Road**

**Suffolk KINGSTONE UPON THAMES**

**IP6 0FF SURREY**

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