

CURRICULUM VITAE

PERSONAL DETAILS

NAME : KEVIN ABUGA MAISIBA
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PERSONAL PROFILE

A hardworking and conscientious individual with over three years of experience working in care services with children and adults. Possess an extensive knowledge and understanding of working with emotionally demanding patients, offering support to both them and their families. Excellent communication skills, both written and verbal. Through my studies and personal life, I have proven to have a natural caring attitude and am willing to help others as much as possible. Looking for a bank staff, part-time or a full time job.

PERSONAL SKILLS

- Excellent communication skills, both oral and written, possessing a good telephone manner.
- Ability to communicate with people of various levels, using tact and diplomacy.
- Excellent organizational skills, prioritizing workloads and arranging my diary.
- Able to work instinctively, using initiative as well as being a good team player.
- Organized, flexible, and adaptable with good time management skill.
- Ability to use basic applications of personal computers: internet, PowerPoint, Word, Access.
- Ability to cope with pressure and last-minute changes.
- Health and safety trained.
- Ability to work well alone using own initiative or as part of a team.
- Ability to accurately record information on patient care and progression.
- Ability to develop and build confidence to raise clients' society awareness.
- Organizational skills.
- Leadership and management.

CAREER OBJECTIVE

I am an organized and motivated professional with experience in a fast paced environment. I am optimistic and mainly interested in activities that make society a better place regardless of magnitude. I am passionate about sharing ideas, skills and knowledge at a formal or informal level with the idea of enhancing oneself and others.

PERSONAL ATTRIBUTES

- Self-motivated and able to work independently
- Effective in achieving set targets
- Able to use own initiative and work as part of a team.

CAREER GOALS

- To work aggressively towards the organization's goals and objectives
- To attain high levels of competence in a challenging and growing organization
- To deliver world class services

WORK EXPERIENCE;

MARCH 2023 - UP TO DATE :ACS COMMUNITY PROJECTS (ACS UK) LTD AS A HEALTHCARE ASSISTANT

RESPONSIBILITIES:

- 1 Supporting clients to and from bed with the use of hoist
- 2 Administering medication as per the care plan
- 3 Accompanying clients to appointments and also reminding them of any coming and current appointments
- 4 Assisting the clients in feeding
- 5 Conducting personal care as much as needed
- 6 Providing companionship and psychological support

APRIL 2023 - TO DATE: 247 LIFELINE AS A HEALTHCARE ASSISTANT

RESPONSIBILITIES

1. Assisting the clients in feeding
2. Conducting personal care as much as needed
3. Providing companionship and psychological support
4. Doing laundry
5. Moving, turning and bathing residents
6. Grooming clients and making sure they meet their daily needs

A-LIFE CLINIC, MBAGATHI ROAD, NAIROBI AS A VOLUNTEER (STUDENT NURSE)

Date: April 2022 to March 2023

Duties & Responsibilities

- Emptying bins
- Cleaning
- Washing where requested
- Record keeping
- Conducting minor diagnostic tests as directed by my seniors
- Picking telephone calls
- Welcoming and assisting clinic patients
- Preparing patient files by obtaining personal and health information

EDUCATION BACKGROUND

NOVEMBER 2022- : A-CLASS DRIVING SCHOOL & COMPUTER COLLEGE

DECEMBER 2022 (Interim Driving Licence)

SEPTEMBER 2022 - : Salmus clinic (volunteer assistant nurse)

OCTOBER 2022

SEPTEMBER 2018 - : KENYA MEDICAL TRAINING COLLEGE(Diploma In

APRIL 2022 Mental health and Psychiatry)

JANUARY 2017 - : PETANNS DRIVING SCHOOL & COMPUTER COLLEGE
FEBRUARY 2017 (Computer Certificate)

DECEMBER 2015 - : Salmus clinic (volunteer assistant nurse)
AUGUST 2018

JANUARY 2012 - : NYAIKURO HIGH SCHOOL
NOVEMBER 2015 (Kenya Certificate of Secondary Education)

HOBBIES

- Traveling
- Walking
- Cycling
- Keeping fit
- Swimming
- Socializing

REFEREE 1

NAME:ALAN NDUNG'U KINUNGI
COMPANY: A-LIFE HEALTH CLINIC
POSITION:DIRECTOR
MOBILE NUMBER :+254701787167
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REFERENCE 2

NAME:KENNEDY MUNENE WACHIRA
COMPANY: ACS COMMUNITY PROJECTS (ACS UK) LTD
POSITION:HEAD OF RECRUITMENT
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REFEREE 3

NAME: ADNAN TITUS

COMPANY:247 LIFELINE

POSITION:RECRUITER

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