

RESUME FOR TABETH WUTAWUNASHE

No.34 Abbey lodge

Landcross drive

Northampton

Cell: 07513799806

Email: wutawunashetabeth@gmail.com

PERSONAL DETAILS

Gender	Female
Marital status	Single
Date of Birth	27 March 1994
Languages	English, Shona
Religion	Christianity

Personal Attributes

- ❖ Hardworking, dependable, and innovative
- ❖ Able to work under pressure with minimum supervision.
- ❖ Guided by principles of transparency, loyalty, and discipline.
- ❖ Can easily adopt to work related changes.
- ❖ Strive to meet goals of any required tasks.
- ❖ Excellent communication skills
- ❖ Computer literacy
- ❖ Patient and cheerful
- ❖ Able to accept criticism and work well under pressure.
- ❖ Have the desire to help people.
- ❖ Sensitivity and understanding

EDUCATIONAL QUALIFICATION

- Masters in banking and finance degree (2018-2019)
- Bachelor of Commerce Honours Degree in Banking and Finance (2013- 2017)
- 'O' Level (2010)
- 'A' Level (2012)

Work Experience:

1. Integral Care Solutions (25-05-2022 UP TO DATE)

Position: Carer

Duties performed:

- Personal care - Service Users are assisted with personal hygiene.
 - Assistances with using the toilet.
 - Assistance with incontinence including pads, commode, and catheter bags.
 - Assisted with dressing into clothes of their choice.
- Record Keeping- recording care plan updates.
 - Recording notes for the visit that is the assistance provided and everything that would have transpired during the visit.
 - Updating the MAR chart for medication.
- Assist with mobility – use of a hoist or other aides.
 - Assistance in standing and movements.
 - Dressing or assisting with any physical activity whereby the service user needs support.
- Support with eating and drinking
 - Ensuring that service users eat health
 - Preparing required meals
 - Ensuring that the way service users eat is appropriate for them.
- Housekeeping- cleaning, emptying bins, washing where requested, making beds.
- Assist with shopping where required.
- Helping service users to maintain and retain independence.

SKILLS Acquired:

- Dementia care
- Patient transfer support
- Data confidentiality
- Meticulous eye for detail
- Elderly care expertise
- Safeguarding policy compliance
- Promoting dignity, privacy, confidentiality, and duty of care
- Patience and the ability to remain calm in stressful situations.
- To be thorough and pay attention to details.

2. HomeLink Zimbabwe (01-02-19 TO 31-04-2022)

Position: Back Office Clerk

Duties performed:

- Preparing reconciliation statements
- Compiling and cross checking daily and cash reports send by branches.
- Preparing combined daily exchange returns and submitting to the regulator.
- Capturing (cash in transit) cash distributions reports in the system and making sure all the branch accounts are balancing.
- Reviewing transactions captured by branches and correcting any discrepancies
- Making sure there is proper documentation filling.
- Assist internal audit and compliance departments.
- Ensuring adherence to rules and regulation
- Computation and amending of standard operating procedures manuals.
- Report suspicious transactions and cash returns to the financial intelligence unit within stipulated timeline.
- Update and oversee implementation of the Anti-Money Laundering and Combating Financing of Terrorism and Proliferation Financing Policies and Procedures.
- Train staff periodically on money laundering, terrorist and proliferation financing
- Develop, update and coordinate implementation of compliance program.
- Collaborate with Internal Audit and Compliance to conduct and update the institutional risk assessment.
- Maintaining appropriate documentation (data, files and reports and documentation)
- Reconcile, monthly inter-branch accounts.
- Preparation reconciled branch performance reports and activities.
- Data capture and assisting the finance department and internal audit department.

HOBBIES

- Travelling
- Playing chess
- Gardening