FUNGAI ETHEL MDINGWA

No . 7 Mopani Street Lynnwood Place Birchleigh Kempton Park Johannesburg, South Africa

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+27 73 003 9213

Personal statement

I am a highly committed and compassionate trained carer with vast personal experience. I have experience in care and office administration I am a highly ambitious individual who possesses great interpersonal skills and is seeking for job enrichment and enlargement.

**Personal Information**

Date of Birth: 23 February 1988

Sex: Female

Marital Status: Married

Religion: Christianity

Key Skills

* Home nursing
* First aid
* Proficiency in areas of Microsoft Office, including, Excel, Word and PowerPoint, Pastel accounting
* Excellent communication skills, both written and verbal
* Data Capturing
* Good presentation and report writing skills

QUALIFICATIONS

1. Nurse Aide Zimbabwe Red Cross Society

2. Advanced First Aid- Zimbabwe Red Cross Society

3. Community Based Health Care- Zimbabwe Red Cross Society

IELTS UKVI General Training Certificate - British Council

TB Test Certificate- IOM

International Police Clearance

ACADEMIC QUALIFICATIONS

****UNISA****

****Office Management****

**CHARTERED INSTITUTE OF SECRETARIES**

**Management Administration (IBS)**

WORK EXPERIENCE

**Voluntary Personal Experience**

**Westgate Med Clinic**

**Nurse Aide/ Healthcare Assistant**

Duties

* Taking vital observations on new and admitted patients and accurately charting the information
* Bed making, damp dusting and general cleanliness of wards
* Helping patients to access and use toilet facilities
* Assisting with meals
* Ensuring patients’ maximum comfort

**1. Assisted in looking after an old relative (grandmother) from 2013-2015**

**2. Looked after a bed ridden relative (husband) from April 2018- September 2018**

Duties

* Attending to toilet needs and cleaning the sick room
* Bed bathing, assisting to dress and undress
* Meal preparation
* Accompanying patient to get medication, checkups and for medical procedures
* Dispensing and administering medications as directed by healthcare professionals
* Manual handling
* Social support

**Ascul Construction: (2015-2017)**

**Site Clerk**

Duties

* Assisting site management staff with numerous clerical duties
* Making sure all timesheets are re as day and send to payroll on time
* Issuing purchase orders for all material supplies, maintaining and organizing files for all purchase
* Daily journal entry, and recording site minutes of meetings
* Coordinating and Maintaining current records of drawings and consult revision notice

Afriberry Consulting: (2019-2021)

**Office Administrator**

Duties

* General office Management
* Diary management and arranging appointments
* Booking meeting rooms and conference facilities
* Dealing with email and call enquiries

References

Westgate Med Clinic

Sister in Charge ( Matron)

Sister Mudzviti

Tel: +263 71 313 0478

Zimbabwe Red Cross Society

Training Co-odinator

Old Highfield Harare

Tel:+263 77 243 7178 ; +263 242 667 793

Ascul Construction

Human Resources Manager

Mr Willard Mudimu

Tel:+27 13 932 4852