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|  |  | RUTENDO PAMELA kamwendo**Care worker** |
| ProfileA compassionate care giver who considers it a privilege to be trusted to look after other. I can work effectively with others in a demanding job and have a natural ability to help make lives of other fulfilling. Being caring and compassionate is at the heart of everything l do and am interested in working in an environment where the work can be hard but also fun and rewarding.ContactPHONE:+263773956074EMAIL:janasipamelaru@gmail.comHobbiesReadingWatching moviesWalking outdoorsListening to musicTravellingCooking and baking **References****Mabvuku old People’s Home****122 Mabvuku Drive, Mabvuku, Harare****Human Resource Manager**George Mabhuka+263242493351+263715071566mabvukuoldpeoplehome@gmail.com**Domboshava Children’s home****79 Chirodzero Township Domboshava****Line Manager** Raymond Never+263712771514domboshavachildre90@gmail.com**Gain cash and Carry** **41 Telford Road Granitside Harare****Accountant**Lincoln Ncube+263774738313lincolnnc@gain.co.zw |  | EDUCATIONST JOHN AMBUANCELifesaver International First Aid NOVEMBER 2022**FLORENCE ACCADEMY**Care certificates NOVEMBER 2022Midlands State UniversityBachelor of Accounting honours Degree2011 – 2014**Clean International Driver’s license**WORK EXPERIENCEMABVUKU OLD PEOPLES HOME-ASSISTANT CAREGIVERJuly 2022–Present- Cleaning the home including cleaning clothes and ironing - Providing everyday care such as washing, dressing and general personal hygiene.- Accompanying patience for outside walks and watching movies- Helping to transfer care recipients who are confined on a bed or using wheelchair -Assist in taking medicationDOMBOSHAVA CHILDREN’S HOME-ASSISTANT CAREGIVER(Weekend Voluntary) December 2021 to date- Cleaning of home- Bathing the children and playing with them- Preparing meals for the children- Washing and ironing for the children- Gain Cash and Carry Pvt Ltd -ASSISTANT ACCOUNTANTJune 2017 to June 2022- Going through supplier reconciliations and facilitating supplier payments-Checking month bank reconciliations for the 25bank account -Producing monthly Trade, Profit and Loss accounts on time together with the Statement of Financial Position.-Analyzing reasonableness of financial statements, accounting ratios, and accessing reasonableness of Trial Balance figures.-Preparing monthly Prepayment schedule and accruals at head office level and monthly Journals.-Updating Assets register and posting monthly depreciationSKILLS-Good time management-Good communication skills-Physical strength and stamina -Meal preparation -Problem solving -Home care-Compassion-Patience |