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|  |  | RUTENDO PAMELA kamwendo  **Care worker** |
| Profile A 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. Contact PHONE:  +263773956074  EMAIL:  [janasipamelaru@gmail.com](mailto:janasipamelaru@gmail.com) Hobbies Reading  Watching movies  Walking outdoors  Listening to music  Travelling  Cooking and baking  **References**  **Mabvuku old People’s Home**  **122 Mabvuku Drive, Mabvuku, Harare**  **Human Resource Manager**  George Mabhuka  +263242493351  +263715071566  mabvukuoldpeoplehome@gmail.com  **Domboshava Children’s home**  **79 Chirodzero Township Domboshava**  **Line Manager**  Raymond Never  +263712771514  domboshavachildre90@gmail.com  **Gain cash and Carry**  **41 Telford Road Granitside Harare**  **Accountant**  Lincoln Ncube  +263774738313  lincolnnc@gain.co.zw |  | EDUCATIONST JOHN AMBUANCE Lifesaver International First Aid  NOVEMBER 2022  **FLORENCE ACCADEMY**  Care certificates  NOVEMBER 2022 Midlands State University Bachelor of Accounting honours Degree  2011 – 2014  **Clean International Driver’s license** WORK EXPERIENCEMABVUKU OLD PEOPLES HOME-ASSISTANT CAREGIVER July 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 medication DOMBOSHAVA 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 ACCOUNTANT June 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 depreciation  SKILLS  -Good time management  -Good communication skills  -Physical strength and stamina  -Meal preparation  -Problem solving  -Home care  -Compassion  -Patience |