3877 Nketa 7

P.O Nkulumane

Bulawayo

Zimbabwe

Dear Sir/madam

The essence of care giving in my view is to put a smile on the face of the next individual, l do not consider it a job per say but an innate passion. I am writing this letter applying for the caregiver post in your organization. I strongly believe l am the most suitable candidate as l have the knowledge and skills to fulfill your organization’s mandate and expectations. I am open to learning and enhancing my career as l grow within your prestigious organization.

I have a great level of experience in caregiving at a social and professional level and given an opportunity l will execute my duties diligently and professionally to suit the requirements of your organization.

For details of my personal and professional details, l have attached my curriculum vitae and certificates for your perusal.

I am looking forward to hearing from you

Yours faithfully

T Dube

+263 77 737 0322

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**+263777370322**



**3877 Nketa**

**Bulawayo, Zimbabwe**

**Class 4 driver’s licence**

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**OBJECTIVES**

**To utilize my skills while providing high patient quality care.**

**PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Name of Institution** | **Qualification** | **Date Obtained** |
| Alison's Online Academy | Diploma in Caregiving | 2022 |
| Florence Academy | Care work Certificate | 2022 |

**SKILLS**

Qualified Vehicle Driver Patience Compassion Communication Committed Team Player Dependable Cleanliness Time conscious

**PROFESSIONAL STATEMENT**

A diligent, caring, and socially engaged individual. I am a confident and reliable individual offering excellent communication, willingness to adapt and the crucial ability to operate in a fast-paced environment. I am dedicated to making a real difference to the quality of life of elderly people and treating those in my care with care and dignity. Volunteering at care homes and hospitals has been beneficial because I have gained more knowledge under the supervision of experienced colleagues. I particularly enjoy the relationship building aspect of the job, especially forming bonds with clients and their families.

**WORK EXPERIENCE**

**MPILO CENTRAL HOSPITAL BULAWAYO ZIMBABWE**

Bed Capacity : 1000

Dates of employment : Jan 2022 - Current

**DEPARTMENT: MPILO PRIVATE WARD (MEDICAL/SURGICAL UNIT) 21 BEDDED**

Date of Employment : Jan 2022 - Current

Position : Nurse Aide

Nurse patient ratio : 1:5

The ward caters for both male and female patients with medical or surgical diagnosis from the ages of 13 and above. The department supports a broad range of clinical specialities which include:

* Renal failure
* Diabetes Mellitus and Diabetic foot
* Intestinal obstruction
* Upper and lower gastro intestinal bleeding
* Appendicitis
* Open prostatectomy
* Hernia repair

**DUTIES AND RESPONSIBILITIES**

* Monitoring, recording and reporting any physical, mental or emotional changes in patients
* Providing assistance to patients under care with maintaining personal hygiene, eating,moving ,changing e.t.c
* Ensuring the timely dissemination of accurate information by maintaining thorough patient records and updating healthcare team on patients' status
* Participating in training sessions and worshops to stay abreast with job knowledge

**EQUIPMENT HANDLED**

* Blood pressure monitor
* Glucometer
* Weighing scale

**EKUPHUMULENI GERIATRIC NURSING HOME**

Dates of employment : January 2019 – December 2019

* Assisted doctors in providing healthcare and support to elderly patients
* Helped to bathe bedridden patients to prevent bedsores
* administered patients’ prescribed medications in due time
* Helped to conduct regular screenings and routine check-up on patients
* assessed the cognitive skills and mental status of their patients
* Observed, and managed peculiar old age health concerns like incontinence, insomnia, loss of strength and appetite, sexual issues as well as mobility challenges
* Educated the families of their patients on the best ways to care for them and keep them safe
* Maintained a chart for their patients in order to have accurate records of patient’s medical history, treatment plan and progress
* Performed prescribed tests on their patients, like blood

**References**

Mr. S Sibanda

Nurse in Charge

Ekuphumuleni Geriatric Nursing Home

charles83sibanda@gmail.com

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+263 712 923 4125

Mr P. Ncube - "Mpilo Central Hospital "

Hospital Administrator

[pncube@mpilo.org.zw](mailto:pncube@mpilo.org.zw)

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