

# Dhevarani Naidoo

E161BB

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I am a dedicated and compassionate caregiver with extensive skills in providing exceptional care and support to individuals in need, I am committed to improving the quality of life for those I serve. My natural empathy and patience, enables me to deliver comprehensive and personalised care that promotes dignity, independence, and well-being.

My approach to caregiving is focused around building strong, trusting relationships with clients and their families, ensuring that each individual feels valued and respected. I believe in treating each person as an individual, understanding their unique needs, preferences, and challenges, and tailoring my care accordingly.

Willing to relocate: Anywhere

## Personal Details

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**Eligible to work in the UK:** No

**Highest Level of Education:** Certificate of Higher Education

**Industry:** Accounting, Banking & Finance, Business Operations, Childcare, Healthcare, Nursing, Personal Care & Home Health

## Work Experience

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### **Executive Assistant Caregiver and Student**

First Class Caregiving-Gauteng

May 2021 to April 2024

**Overview:** Highly organised and proactive Executive Assistant with extensive experience providing comprehensive administrative support to senior executives. Demonstrates excellent communication skills, attention to detail, and the ability to manage multiple tasks efficiently. Committed to ensuring the smooth operation of executive functions and contributing to organisational success.

#### Key Responsibilities

- Managed and maintained executive schedules, including coordinating meetings / training and appointments.
- Prepared and edited correspondence, training, reports, presentations, and other documents.
- Handled incoming and outgoing communications, ensuring timely and professional responses.
- Organised and coordinated meetings / training, prepared agendas, distributed meeting / training materials, and took minutes.
- Ensured follow-up on action items from meetings / training and tracked their progress.
- Managed office supplies and handled procurement as needed.

- Handled sensitive information with the utmost confidentiality and professionalism.
- Exercised discretion in managing communications and information flow.
- Assisted with special projects and initiatives, providing administrative support and coordination.
- Tracked project timelines and deliverables, ensuring deadlines were met.

### **Director (Own Business)**

Babies First Preschool and Day-care-Gauteng  
January 2017 to March 2020

Overview:As the dedicated owner of a thriving creche, I was committed to providing a nurturing and educational environment for young learners. Through a combination of comprehensive curriculum development, effective team leadership, and adherence to the highest safety standards, I have successfully created a welcoming space where children can learn, play, and grow.

Accomplishments:

- Designed a play-based learning approach that led to a 20% improvement in children's developmental milestones within the first year.
- Achieved a 98% parent satisfaction rate through effective communication, personalised care plans, and educational progress tracking.
- Implemented staff training on first aid and emergency response, resulting in a safe and secure environment for children.

Skills Developed:

- Early childhood education and curriculum development.
- Child development theories and age-appropriate teaching methodologies.
- Effective team leadership, mentorship, and conflict resolution.
- Parent communication and partnership building.
- Safety protocols, health regulations, and licensing compliance.
- Program planning and extracurricular enrichment.
- Budgeting, financial management, and resource allocation.
- Organisational efficiency and time management.
- Conflict resolution and problem-solving in childcare settings.

### **Director (Own Business)**

Saffron Hot and Spicy Restaurant-Gauteng  
June 2014 to January 2017

Overview:As the owner and operator of a successful restaurant, I have played a pivotal role in creating a memorable dining experience while ensuring operational excellence. My dedication to quality, customer satisfaction, and team leadership has resulted in the establishment's growth and recognition within the culinary industry.

Accomplishments:

- Introduced a seasonal menu rotation, resulting in a 25% increase in average table turnover and takeout's positive customer feedback.

- Implemented cost-saving measures, optimising supply chain efficiency, and reducing operational expenses by 20%.

Skills Developed:

- Business development and strategic planning.
- Financial management, budgeting, and cost control.
- Team leadership, training, and staff motivation.
- Menu development, food quality assurance, and presentation.
- Customer relationship management and guest satisfaction.
- Vendor management and negotiation.
- Marketing and branding strategies.
- Operational efficiency and supply chain optimisation.
- Regulatory compliance and food safety standards.

## **Financial Manager**

Challenger Auto Parts-Gauteng

June 1999 to February 2014

Overview:As an accomplished Financial Manager, I assume a pivotal role in overseeing financial operations, driving strategic decision-making, and ensuring regulatory compliance. With a proven track record of leadership and financial acumen, I contribute to the organisation's growth and stability through meticulous analysis, efficient planning, and effective team management.

Skills Developed:

- Proficiency in accounting software and Microsoft Excel.
- Attention to detail and accuracy in data entry and financial record keeping.
- Strong organisational skills for effective task management.
- Basic knowledge of financial regulations and accounting principles.
- Effective communication skills for collaboration within the finance team.
- Analytical mindset for reviewing financial data and identifying discrepancies.
- Adaptable to changing priorities and willingness to take on new tasks.
- Ethical conduct and commitment to maintaining confidentiality and data security.

## Education

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### **Certified Caregiver with a Licence to Practice in Health**

First Class Caregiving - Gauteng

### **Diploma in Bookkeeping**

Executive Education - Gauteng

### **Diploma in Finance**

Executive Education - Gauteng

## **Diploma in Project Management**

Executive Education - Gauteng

### Skills

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- Communication (8 years)
- Compassion & Empathy (8 years)
- Attention to Detail (8 years)
- Patience & Understanding (8 years)
- Time Management (8 years)
- Problem Solving (8 years)
- Flexibility & Adaptability (8 years)
- Professionalism & Integrity (8 years)
- Emotion Resilience (8 years)
- Multitasking (8 years)
- Adaptability (8 years)
- Interpersonal (8 years)
- First Aid & CPR (8 years)
- Ethical Conduct (8 years)
- Team Player (8 years)
- Personal Care (8 years)
- Childcare (8 years)
- Early childhood growth and development, working with infants (8 years)

### Certifications and Licenses

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#### **Caregiverlist Basic Training**

November 2023 to Present

Certified caregiver with a licence to practise completed all theory and practicals, professional association of caregivers, university of Chicago IN THE KNOW.

Special causes rendered :

Chemo and Cancer

Hospice and Palliative

Alzheimer's and Dementia

Child growth and development

Working with infants

UK Health programme - 27 modules completed

#### **Understanding Palliative Care**

Present