

Dear Sir/ Madam

I'm writing in regards to the health care assistant health care position that is currently available. Based on the skills and qualities that you are looking for in a candidate, I believe that I will be the perfect person for the job.

Some of the qualities that I possess that will make me a great fit for the role include being caring, intelligent, helpful and enthusiastic. I have a genuine interest in helping others and I'm always willing to go an extra mile to ensure that patients are comfortable and have all their needs met.

I am confident that I will be a valuable asset to your team and I would be eager to put my skills and abilities to work in this role. I believe that this is a great opportunity to utilize my skills and grow within the company.

Thank you for your time and consideration. I look forward to hear from you soon

Yours faithfully

Rumbidzayi Chikandwa

# Rumbidzayi Jaqueline Chikandwa

## PROFESSIONAL PROFILE

I am a compassionate care giver companion with 2 years experience working. During my working time at an old age home frail patients I gained valuable experience and skill needed to be a professional care giver. I am a patient consistent to do the work at hand with passion without supervision. I am a neat in appearance with a very calm and have a professional attitude.

## Personal Details

Date of Birth	28 April 1990
Marital Status	Single
Gender	Female
Country of Origin	Zimbabwe
Driver's Licence	Clean Class 4

## Contacts

+263 776 979 826

[Jchikandwa6@gmail.com](mailto:Jchikandwa6@gmail.com)

## REFERENCES

Available upon request



## Skills and Attributes

- Works well under pressure
- Strong communication and interpersonal skills
- I am a team player
- Flexible and adaptable
- Highly responsible and reliable

## Experience

**Assistant Teacher - 03/2021 to 06/2021**

**Pioneer Education Centre, Cape Town, South Africa**

### DUTIES

- To assist teachers with activities, planning themes
- Attend to children's basic needs
- Prepare materials and classrooms for class materials
- Teach proper eating habits, personal hygiene, serving meals and snack according with nutritional guidelines.

**Caregiver - 04/2021 to 06/2021**

**Paradise Park Elderly Care facility, Cape Town, South Africa**

### DUTIES

- Admissions medicines as prescribed by the doctor.
- Putting the patient on bed pan, care and maintain catheters.
- Taking observations to the patient's e.g. checking blood pressure, sugar level, temperature, pulse rate and body weight.
- Bathing patients
- Making beds
- Preparing meals

## Professional Qualifications

- Certificate in Elderly care Assistance course
- Advance Au Pair & Night Nursing Certificate
- Early childhood development
- Pediatrics First Aid & CPR Certificate
- Special needs course



# Chilton

Training & Placement

## CERTIFICATE

OF COMPLETION

AWARDED TO

*Rumbidzayi Jacqueline Chikandwa*

Passport No. DN542147

## SPECIAL NEEDS COURSE

for Child and Adult Care

- Basic Level -

Learning Disabilities, Down's Syndrome  
Dyslexia, Dyscalculia, ADHD, OCD, Anxiety Disorders  
Depression, Bipolar Disorder, Eating Disorders  
Autism Spectrum Disorder (including Asperger's Syndrome)  
Mobility Impairment, Cerebral Palsy  
Sensory Impairment

- INTERNATIONAL STANDARDS -



17 August 2021

Noreen Whiting, Director

Registration Number: 2017/274679/07

Cape Town and Johannesburg

Email: [chiltontraining@gmail.com](mailto:chiltontraining@gmail.com) © 079 842 6599

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# Chilton

Au Pair Placement & Training

Johannesburg and Cape Town | Email: [www.chiltonaupairs.co.za](http://www.chiltonaupairs.co.za) – (c) 0798426599



## First Aid CPR – Cardio Pulmonary Resuscitation

### Special Needs

INTERNATIONAL STANDARDS

Covering – Choking, Bleeding, Anaphylaxis  
Burns & Fractures / Breaks, Asthma, Croup, Fever, Head Injury,  
Heat Exhaustion, Poisoning

This course completion certificate is awarded to:

RUMBIDZAYI JACQUELINE CHIKANDWA

PASSPORT NO. DN542147



17 August 2021

Noreen Whiting  
Director of training

Registration Number: 2017/274679/07

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awards SA. Founder of the International Blue Chip Nanny



This is to certify that

Rumbidzayi Jacqueline Chikandwa

Passport no: DN542147

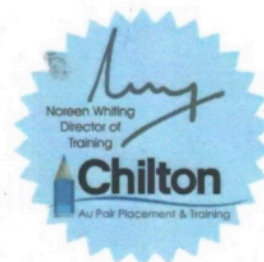
has successfully completed the

## Elderly Care Assistant Course

Domestic Companion  
(for private homes)

### INTERNATIONAL STANDARDS

Caregiver Code of Conduct  
Characteristics of a Professional Caregiver  
Record Keeping  
Activities for the Elderly  
Nutrition  
Bathing  
Making a Bed with a Patient in it  
Transferring a Patient from Bed to Wheelchair  
Dementia  
Observation



28 February 2021

Noreen Whiting, Director

Registration Number: 2017/274679/07  
Cape Town and Johannesburg  
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# Chilton

Elderly Care Assistant Course



## First Aid Certificate

**CPR – Cardio Pulmonary Resuscitation**

For Elderly Care Assistants

Domestic Companions

INTERNATIONAL STANDARDS

Preventative First Aid | Safety in the home | Safe proofing | CPR / Choking  
Treating broken Bones, Sprains and Fractures | Burns | Surface wound care  
How to stop bleeding and calm patient while waiting for assistance

This course completion certificate is awarded to:

Rumbidzayi Jacqueline Chikandwa

Passport no: DN542147



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## Test Report Form

**Full Name** Rumbidzayi Jaqueline Chikandwa  
**URN** PSI/270523/G953MLFB/OCLBFKA3  
**Date of Birth** 28-Apr-1990  
**Nationality** Zimbabwe  
**Date of Test** 27-May-2023  
**Test Centre** Harare - Tawchapps Media Centre (SfE)  
**Test Name** UKVI Speaking, listening, reading, and writing at level B1  
**Overall Result** Pass  
**Date Result Issued** 30-May-2023



### Result Breakdown

Facet/Skill	Result
Skills for English - B1 Listening	Pass
Skills for English - B1 Reading	Pass
Skills for English - B1 Speaking	Pass with Merit
Skills for English - B1 Writing	Pass

**Isabelle Gonthier**  
SVP, Assessment Services  
PSI Services

#### This is a test result

Officially verified only if the test report matches the candidate details and test results in PSI verification systems accessed with Candidate's Unique Reference Numbers (URN)



## VISA PREPAID CARD STATEMENT OF ACCOUNT

CUSTOMER ID : 632312843S27  
 Ms RUMBIDZAYI JACQUELINE CHIKANDWA  
 jchikandiwa6@gmail.com  
 15 22nd AVENUE MABELREIGN  
 HARARE, ZIMBABWE

STATEMENT DATE FROM : Jan 26, 2024  
 STATEMENT DATE TO : Feb 05, 2024  
 CARD NUMBER : 4638XXXXXXXX5890  
 STATEMENT DATE : Feb 05, 2024

TRANSACTION DATE	POSTING DATE	DESCRIPTION	TRANSACTION TYPE	FOREIGN AMOUNT	AMOUNT		RUNNING BALANCE
					(USD) DR	(USD) CR	
		Opening Balance		USD			
26/01/2024	26/01/2024	t24cashdeposit				1,534.00	1,534.00

Opening Balance (USD)	Credit Trans (Count)	Credit Total(USD)	Debit Trans (Count)	Debit Total(USD)	Closing Ledger Balance (USD)
	1	1534			1534

**CURRENT AVAILABLE BALANCE** USD 1,534.00 CR  
**AUTHORIZATION AMOUNTS ON HOLD** USD 0.00 DR  
**LEDGER BALANCE** USD 1534 CR

The items and balance on this statement should be verified and any queries advised within 30 days from statement date of account.  
 For any card related queries and reporting of lost/stolen card, please call our HOTLINE +263 772 191 191  
 or email: cardcentre@stewardbank.co.zw

Business Registration Number:  
 2nd Floor, 101 Kwame Nkrumah Ave, Harare, Zimbabwe Tel: +263 (0) 8677020267

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