

# JACOB ZIKI | Nurse Aide/Caregiver

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## Objectives

I am writing as a compassionate and certified healthcare worker to express my interest in the Nurse Aide position at your organization. Currently, working as a freelance Caregiver, I believe my qualifications and experience make me an ideal candidate for this position. I have a broad range of experience, having worked in the health and social care sector for four years and with children in the education sector for ten years. As a helper by nature, my passion has led me to purposefully transition into more detailed patient care. During this time, I have developed excellent communication and interpersonal skills essential for effective collaboration with patients, families, and other healthcare professionals. I have also gained experience in the administration of medication, the implementation of care plans and ability to handle emergencies and high stress situations with calmness and efficiency. In addition to my work experience as a healthcare support worker, I also possess various certificates in Care Work, which I obtained from Victory Training Academy, a Diploma in Nursing & Patient Care and another one in Caregiving from Alison. These courses have given me a greater understanding of the needs of individuals with different ailments and challenges, enabling me to provide a higher quality standard of care. Furthermore, I am computer literate and possess a driver's license. With my passion and ambition, I am seeking an opportunity within an organization that values professional growth, recognizes dedication, and entrusts responsibilities and challenges. My sincere desire is to utilize my knowledge and skills in giving meaningful care to the vulnerable by positively impacting their lives and be a valuable team member of your organization.

## Skills

- ◆ Basic nursing assistant skills & first-aid knowledge. ◆◆◆◆◆  
Very Good
- ◆ Effective communication & interpersonal skills. ◆◆◆◆◆  
Excellent
- ◆ Time management & organization. ◆◆◆◆◆  
Excellent
- ◆ Attention to detail & diligent. ◆◆◆◆◆  
Excellent
- ◆ Compassionate & friendly. ◆◆◆◆◆  
Excellent
- ◆ Critical thinking & teamwork. ◆◆◆◆◆  
Very Good
- ◆ Empathy & emotional intelligence. ◆◆◆◆◆  
Very Good
- ◆ Vital signs monitoring & patient care. ◆◆◆◆◆  
Very Good
- ◆ Flexibility & able to embrace new environments & different cultures. ◆◆◆◆◆  
Excellent

# Work History

## **Freelance Caregiver (June 2024 - Present)**

*Harare, Zimbabwe*

- Provide personalized care and support to clients in the comfort of their homes, including administering medications, assisting with daily living activities, and monitoring health conditions.
- Prepare and serve meals according to clients' dietary requirements, assist with feeding, and facilitate mobility and physical activities.
- Develop and implement individualized care plans in collaboration with clients and their families, ensuring tailored care that meets each client's unique needs.
- Respond promptly to emergencies, utilizing first-aid skills, and continuously update skills through ongoing training and professional development.
- Assisting patients with exercises and participating in social health care activities.
- Providing comfort, bedside care, and companionship to patients through positive social interaction.

## **Nurse Aide (Mar 2024 – May 2024)**

*Bumhudzo Old People's Home, Care Unit, Zimbabwe*

- Examining patients by checking and monitoring vital signs.
- Administration of prescribed medication to patients.
- Collection of patient results, samples of urine, blood, sputum, and stools for the laboratory and delivering them to designated posts.
- Keeping records related to primary check-ups, medical history, additional diagnosis, and laboratory tests and well able to confidentially handle sensitive patient information.
- Assist in the development and implementation of care plans through focused engagement with patients to meet their healthcare and well-being needs.
- Preparing meals according to special dietary requirements as per care plan, serving food and feeding patients.
- Assisting patients with personal tasks of personal grooming and hygiene such as bathing, shaving, oral care, dressing, and toileting.
- Safe and proper patient care transfer using Manual Handling Techniques.
- Perform housekeeping duties such as cleaning, disinfecting, mopping, laundry, washing dishes, damp dusting and running errands.
- Maintaining infection control procedures and creating a safe environment for patients and visitors.
- Setting up of a dressing trolley and wound care.
- Handle end of life care with apt emotional intelligence.

## **Health and Safety Compliance Officer (Jan 2020 - Dec 2023)**

*Hyginix, Kwekwe, Zimbabwe*

- Effectively led a team of cleaners and fumigators in delivering high quality service with various notable corporates such as Gulf Complex and Sunshine Bazaar.
- Coordinated work schedules, maintained adequate stock levels and effectively handled correspondences with clients and management.
- Trained staff regarding proper health and safety procedures in the use of machines, tools, pesticides, and cleaning chemicals.
- Assisted with the screening and recruitment of new staff members.
- Developed plans of action for various clients to mitigate COVID-19, cholera, and other transmissible diseases, whilst also making key decisions regarding health and safety protocols.
- Supervised disinfection and control procedures at Sunshine Bazaar ensuring compliance with health and safety standards.
- Ensured physical distancing, promoted hand hygiene practices, monitored appropriate mask usage, and ensured compliance with City Council regulations at Gulf Complex.

## **Danbournough College (Jan 2016 - Dec 2019)**

*Peer Educator, Harare, Zimbabwe*

- Mentoring and counseling students through provision of career guidance and support on academic, social and personal issues.
- Role modeling positive behavior by demonstrating respect, empathy and inclusivity in interactions with students and staff.
- Raising awareness through workshops and presentations in delivering interactive programs on key topics like bullying prevention, mental health, drug abuse and sex education.
- Provide motivational tools through training and development programs in building confidence and self-esteem amongst students.
- Promoted health awareness regarding proper nutritional diet, led physical education sessions through training exercises and sporting disciplines in promoting students' physical fitness.

## **B-Genius Africa (Jan 2010 - Dec 2015)**

*Programs Trainer, Harare, Zimbabwe*

- Successfully secured necessary approvals from both the Ministry of Education and ZIMSEC for the B-Genius Project, ensuring regulatory compliance and project legitimacy.
- Developed and maintained strong relationships with suppliers and clients, which included regular communications and negotiations.
- Managed quality assessment processes that led to improved output quality and enhanced team morale, fostering a positive and collaborative team environment.
- Efficiently handled client correspondences, ensuring timely and accurate communication that facilitated smooth project execution.
- Facilitated benefits tracking on implemented projects, enabling the measurement of project success and identification of areas for improvement.
- Created and implemented innovative training concepts and techniques to enhance team capabilities and project efficiency.
- Conducted lessons learned sessions to review completed projects, identify best practices, and mitigate future risks.
- Organized and led project portfolio status review sessions, ensuring transparency, accountability, and continuous improvement across all projects.



## **Education**

### **Care Certificate**

*Victory Training Academy, Leicester, England*

### **Diploma in Caregiving**

*Alison (Online Learning)*

### **Diploma in Nursing and Patient Care**

*Alison (Online Learning)*

### **Infection, Prevention and Control Certification**

*Hyginix, Kwekwe, Zimbabwe*

### **IELTS UKVI Certification**

*British Council, Harare, Zimbabwe*

- Obtained a Uniform Score of 7 in Listening, Reading, Writing and Speaking

## ◆ **Cambridge Advanced Level Certificate**

*Speciss College, Harare, Zimbabwe*

- Obtained 2 A-Level passes in Business Studies and Economics

## ◆ **ZGCSE Ordinary Level Certificate**

*Churchill Boys High School, Harare, Zimbabwe*

- Obtained 7 O-Level passes including English Language and Mathematics



## **Hobbies**

- ◆ **Volunteering:** Devoting time and expertise to different people and organisations has afforded me purpose, fulfilment, and establishment of meaningful and long-lasting relationships.
- ◆ **Exercising:** As a natural athlete, going to the gym, playing social soccer, and jogging on a regular basis has enabled me to be physically fit and maintain a healthy lifestyle.
- ◆ **Travelling:** Going on new adventures is an important pastime that I use to refresh my mind and body by exploring new places and I enjoy being exposed to new cultures and experiences.
- ◆ **Reading:** I thoroughly enjoy reading literature on a broad range of subjects such as health and wellness, philosophy, and biographies of successful people.



## **References**

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