



BONGAI ADRIENNE MTETWA




NURSE AIDE

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CONTACTS

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 9298 Glennorah Extension
Harare

PERSONAL PROFILE

Hardworking and committed young lady with upmost levels of patience and confidentiality with patients. Committed team player with extensive care skills. Given the opportunity as part of a team I would be sure to take the organisation to another level.

EDUCATION

Dispensary Assistant

Harare Institute of Public
Health **2022 - 2023**

Nurse Aide Certificate

Harare Institute of Public
Health **2022**

Nurse Aide Certificate

St John **2021**

Professional Acting

Zimbabwe Theater Academy
2022

Advanced Level

Mutambara High School
Pass **2016 - 2017**

Ordinary Level

Mutambara High School
5 O Levels **2011 - 2014**

WORK EXPERIENCE

CLERK

Mashonaland Tobacco Company | 2021 - June 2023

- Answering Phones
- scheduling appointments
- Taking meeting minutes
- Distribution and filing of minutes
- Invoicing and reconciliations
- Compiling and verifying delivery schedules from all regions.

SKILLS DEVELOPED

- Proficiency with complete MS office suite
- Good communication.
- An ability to work individually and as part of a team.
- The ability to concentrate for long periods of time.
- Attentive to detail.

REFERENCES

Available upon request