

TYSON RUGENDO

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PROFILE

Experienced and accomplished Credit Controllers with a proven track record of effectively managing credit and risk. Possessing a Bachelor's degree in Accounting and Finance, along with a strong skill set including Account Reconciliation, Customer Service, and Leadership. Known for early management of arrears, debt collection, and market analysis. Committed to enhancing credit and debt management skills, diversifying portfolios, and improving customer satisfaction. Adept at adapting to change and embracing new technologies. Eager to transition into the healthcare sector to provide dignified services and make a meaningful impact.

EDUCATION

Nursing aid, HEALTHCARE ASSISTANT

April 2024 — July 2024

Diploma in Information technology knec mod 1 & 2, Meru National polytechnic

January 2014 — July 2019

O levels, Mukuuni highschool

January 2008 — November 2011

PERSONAL ATTRIBUTES

Compassionate & Caring – Dedicated to providing quality care and support to patients.

Detail-Oriented – Pays attention to patient needs and medical records with accuracy.

Adaptable & Flexible – Can handle different healthcare and IT-related tasks efficiently.

Good Communication Skills – Effectively communicates with patients, healthcare staff, and colleagues.

Team Player – Works well with medical teams and IT professionals.

Tech-Savvy – Able to apply IT knowledge in healthcare settings for record management and troubleshooting.

Strong Work Ethic – Committed to professionalism and excellence in healthcare and IT tasks.

Problem-Solver – Capable of resolving technical and patient-related challenges effectively.

EMPLOYMENT HISTORY

Internships

Nursing assistant, Langata hospital, Nairobi

July 2024 — August 2024

Ict technologist, Chuka university

August 2014 — December 2014

Credit control manager, The lifeline group of hospitals

January 2022 - December 2022

As a Credit Control Manager at the lifeline group of hospitals, I was responsible for overseeing the credit control functions, ensuring efficient management of outstanding debts and compliance with credit policies. I worked closely with internal teams and external clients to resolve payment issues and maintain positive customer relationships.

Additionally, I conducted financial analysis to identify trends and support decision-making processes.

Oversaw credit control functions, ensuring efficient management of outstanding debts.

Collaborated with internal teams and external clients to resolve payment issues.

Conducted financial analysis to identify trends and provide insights for decision-making.

Maintained compliance with credit policies and regulations.

Polling officer, IEBC

August 2017 - August 2017

As a Polling Officer at IEBC, I was responsible for managing the polling activities during the specified election period. I ensured the smooth conduct of the voting process, maintained order at the polling station, and facilitated the accurate counting of votes. Additionally, I addressed any issues or concerns raised by voters and adhered to election guidelines and procedures.

Managed the polling activities to ensure a smooth and orderly voting process. Facilitated the accurate counting of votes and maintained transparency in the process.

Addressed any issues or concerns raised by voters to ensure a fair and transparent election.

Adhered to the election guidelines and procedures to maintain the integrity of the electoral process.

Extra-curricular activities

SKILLS

Healthcare & Nursing Aide Skills:

Patient care and hygiene assistance

Monitoring vital signs (blood pressure, temperature, pulse)

Assisting nurses with medical procedures

Administering medication as per supervision

Infection control and safety procedures

Feeding and mobility assistance

First aid and CPR knowledge

Record-keeping and patient documentation

Information Technology Skills:

Computer hardware and software troubleshooting

Data entry and database management

Networking fundamentals

Microsoft Office (Word, Excel, PowerPoint)

Internet and email management

Basic programming and coding knowledge

Cybersecurity awareness

REFERENCES

Jim mariene gitonga from Lifeline group of companies

0720385655

Alfan mugendi from Lifeline hospital

0745867380