

ELIZA FRIDA MUKHWANA

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SUMMARY STATEMENT

Reliable Healthcare Assistant trained at Nairobi West Hospital with over one year of practical experience in patient support and clinical care. Committed to providing compassionate, patient-centered care while maintaining high standards of professionalism and safety, and report through any issues of concern relative to the service provision and job role.

PROFESSIONAL EXPERIENCE

2024, October - 2025 February, The Nairobi West Hospital, Health Care Assistant

Duties And Responsibilities

- Assisting with bathing, dressing, grooming, and personal hygiene.
- Helping patients with mobility, including transferring between beds, wheelchairs, and other locations.
- Providing emotional support and encouragement to patients and their families.
- Answering patient call lights and addressing their needs.
- Taking and recording vital signs such as blood pressure, temperature, and pulse.
- Observing and reporting changes in a patient's condition or behavior to the nursing staff.
- Serving meals and assisting patients with eating, ensuring dietary needs are met.
- Maintaining the cleanliness of patient rooms and surrounding areas.
- Ensuring proper disposal of medical waste.

5TH May, 2022 – 4TH MAY, 2024, Sonak Community Medical Centre Health Records Officer

Duties And Responsibilities

- Ensure availability of necessary data collection and reporting tools at the facility. This will include patient cards/files, registers, reporting tools, databas.
- Maintain data security and confidentiality.
- Guide the facility staff on effective data management especially on correct and complete documentation.
- Ensure all required data summaries and facility reports are complete, accurate and timely.
- Participate in data collection for program monitoring and research.
- Scheduling and participating in facility data quality audits.
- Support innovative ways of data presentation to ensure maximum and timely utilization

1ST MARCH, 2021 – 30TH APRIL, 2021, KMTC Lake Victoria Campus Librarian

Duties And Responsibilities

- Acquiring, cataloging, and organizing library materials such as books, magazines, journals, digital resources, and audiovisual materials.
- Evaluating the library's collection to ensure it meets the needs and interests of the library's users.
- Assisting patrons with technology-related inquiries, such as using computers or accessing online resources.
- Maintaining and preserving rare books, manuscripts, historical documents, and other special collections.
- Assessing the relevance and usage of library materials and making decisions about removing outdated or unused items from the collection.
- Creating and maintaining accurate and organized catalog records for library materials.
- Assisting patrons in locating and accessing resources.

ACADEMIC QUALIFICATION

Certificate in Health Care Assistant

The Nairobi West Hospital College of Health Sciences | July 2024 – February 2025

Diploma in Health Records and Information Science

Eldoret Technical Training Institute | 2019

Certificate in Computer Packages

Epren College of Professional | 2019

Kenya Certificate of Secondary Education

St Paul's Shikunga Secondary School | 2018

Kenya Certificate of Primary Education

Kamondi Primary School | 2014

KEY COMPETENCE

- Reliable and punctual.
- Able to work under minimum supervision and meet deadlines.
- High level of focus and attention to detail and accuracy in a repetitive environment.
- Capable of handling complex and huge amounts of work in a short period of time.

- Advance level of experience in Ms. Office (word, excel, and PowerPoint).
- Disciplined.
- Self-motivated

REFERENCES

James Andati

Hospital Administrator (Sonak Community Medical Center)

0740631992

Veronica K Mose

College Librarian (KMTC Lake Victoria),

veronicamose@gmail.com

Dorcus Mbua

Lecturer (The Nairobi West Hospital College of Health Science)

0710488153