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|  |  | SAMUKELO NDLOVUENROLLED NURSE |
| PERSONAL DETAILS**Date of birth:** 29th April 1990**Residential Area:** Meadowlands, Johannesburg**Languages:** English, IsiZulu, Sesotho, Setswana, **Driver’s License:** Code 8EDUCATION2016 : Chris Hani Baragwanath Nursing College – Nurse 2012: Chris Hani Baragwanath Nursing College – Nurse Assistant 2007: ST. Matthews Secondary High School – MatricONLINE PRESENCE**LinkedIn:** https://www.linkedin.com/in/sam-u-kelo-ndlovu-a5010a65/KEY SKILLS * Computer Literacy
* Service Focused
* Team-worker
* Leadership
 |  | ABOUT MEI’m a goal orientated, hardworking professional that is spirited, focused and quick to the uptake. Always ready to rise to any challenge and eager to learn. I’m an excellent team player and always ready to teach and add value to any situation.WORK EXPERIENCE**Company Name:** MHS Agency (Pathology Care Laboratory)**Job Title:** Enrolled Nurse**Start:** January 2022 – Present (Part-time)* Put on and remove personal protective equipment (PPE)
* Ensure all patients are registered with the appropriate payer
* Ensure all patient have the appropriate medical coverage for COVID testing and follow ups (Medi-Cal, PPO, HMO, COVID PE etc.)
* Ensure all necessary consent forms are filled out and scanned in to the patients chart
* Input all patient demographics from offsite into EMR 2-3 days prior to testing date
* Coordinate and work closely with testing team to input results and ensure all patient have a follow up appointment with a Via Care provider
* Enter Patient data in EMR (e Clinical Works)
* Monitor inventory tests and supplies
* Conduct COVID test (PCR and/or Serology)
* Participate in COVID-Task force meetings and training
* Setup, and breakdown the equipment for events, sample collection handling, and repack the equipment at the end of the event.
* Able to label, collect, and process patient specimen to ensure accurate test results
* Completes pre-visit planning
* Assist clients in completing the medical history and medical program intake forms, and/or consents, ensuring that the patient understands when obtaining a patient signature

**Company Name:** Charlotte Maxeke Johannesburg Academic Hospital**Job Title:** Enrolled Nurse**start**: June 2016 – Present Working under the direct and indirect supervision of a Registered Nurse:* Administering of prescribed medication to the patient.
* Patient report writing.
* Record writing and keeping.
* Ordering of scheduled drugs.

Working in Angiogram suit and being scrub (Nurse for the doctor) performing procedures like:* Liver biopsies
* Nephrostomy
* Pigtails
* Fine needle aspiration
* BAE(bronchial-atery embolization)
* DSA (Digital Subtract Angiography)
* TACE (trans arterial chemoembolization).

 Inserting and removing of patient IV lines**Company Name:** Charlotte Maxeke Johannesburg Academic Hospital**Job Title:** Enrolled Nursing Auxiliary**Duration:** January 2013 – May 2015* washing and toileting patients
* dressing patients
* feeding at meal times, as well as logging food and fluid intake for patient records
* changing bed linen
* making patients feel safe and secure in their surroundings
* monitoring blood pressure
* taking temperatures
* monitoring weight
* administer medication
* administrative duties, including taking notes and ensuring that patient records are accurate and up to date
* conducting health checks on patients
* ensuring medical equipment is sterilized
* restocking consulting rooms
* processing and taking lab, urine, and blood samples
* undertaking healthcare promotion or health education work

**Company Name:** Game Store Westgate**Job Title:** Cashier**Duration:** December 2008 – January 2009* Carry out the cash register opening procedures verifying cash availability.
* Issue Tax Free and sale invoices.
* Manage returns and Store credits.
* Manage CITES procedures for the products requiring it.
* Manage credit card payments verifying the identity of the credit card holder by requesting appropriate documentation.
* Make sure that the cash desk is supplied with the all forms and stationery required to the performance of the business activity and keeps it in good order.
* Collect customers’ personal details in order to update the CRM database.
* Carry out the daily closing of the cash register checking daily proceeds.
* Carry out the sale, verifying the replenishment and display of products inside cash register counters

**Company Name:** MBD Attorney Debt Collectors**Job Title:** Call Centre Agent**Duration:** February 2008 – August 2008* Keep track of assigned accounts to identify outstanding debts
* Plan course of action to recover outstanding payments
* Locate and contact debtors to inquire of their payment status
* Negotiate payoff deadlines or payment plans
* Handle questions or complaints
* Investigate and resolve discrepancies
* Create trust relationships with debtors when possible, to avoid future issues
* Update account status and database regularly
* Alert superiors of debtors unwilling or unable to pay when necessary
* Comply with requirements when legal action is unavoidable

REFERENCES**Name:** Dikeledi Makhetha**Position Held:** Unit Manager – 586 Neurology Ward**Contact:** 0840179234**Name:** Conny Modipa**Position Held:** Shift Leader**Contact:** 0785324697**Name:** Miyelani Magayise**Position Held:** X-ray Angiogram Department Clerk**Contact:** 0763304717**Name:** Linah Maluleke**Position Held:** Shift Leader**Contact:** 0614277548**Name:** Shadi Maake**Position Held:** Agency Rep -Path Care Lab**Contact:** 0840900173 |