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## English Assistant

### Despre mine

Empathetic and sensible with colleagues, I like listening to people, and trying to create and maintain effective and comfortable working balance at work. At the same time I am goal oriented and put all efforts to get the task done. I am enthusiastic, sociable, creative person who enjoys team work and helping colleagues and friends. I like order and tidiness. I am responsible and am able to take on a leadership role. Prefer daily sport and physical exercise. My favourite pastime activity and hobby is house & garden improvement and decoration.

Навык свободного и грамотного владения Английского и использования его в следующих навыках:

Наблюдение за жизненно важными параметрами организма человека и принятия мер по оздоровлению и реабилитации.

Организация работы коллектива для сбалансированной, эффективной и здоровой работы.

Работа с кадрами.

Аналитический и рациональный подход к решению вопросов в сфере бизнеса, разработки проектов и его внедрения.

Критическое мышление.

Умение организовать и вести переговоры.

Учёт и контроль использования материальных ценностей.

Грамотная пользователь Word, Excel Power-Point

Преподавание и репетиторство Английского

Креативность.

### Experiența profesională

**Service Manager** · NHS and Private Care Companies  
· High Wycombe, UK

*Ianuarie 2020 - Septembrie 2021 · 1 an 9 luni*

My main responsibilities as a Service Manager and as a Care Supervisor were:

- To manage the team working effectively and comfortably, providing a good quality of care and support. Delegate to staff more responsible tasks to increase effectiveness, knowledge and self-esteem.

- To control safety of clients and workers, implement health & safety rules. Evaluate work risks and risks related to the wellbeing of clients, minimise or eliminate them. Create risk assessments and guidelines. Report and inform the Head Office and appropriate services about any incidents/accidents.

👤 52 ani  
♂ Masculin  
📍 Chișinău  
💰 **10 000 MDL**

### Preferințe

- Full-time

### Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent

### Permis de conducere

Categoria: B

Cu automobil personal

- To control the quality of work, care and support provided.
- To inform, communicate and train staff members after discovering areas to improve.
- Organise regular meetings to discuss improvements, check the implementation of tasks and future plans, workers requirements, clients needs. On one-to-one meetings to evaluate the performance, devise everyone's individual development plan and support to achieve the best result at work.
- To organise clients 6 month and yearly reviews. Evaluate progress, achievements and set new targets. Organise clients meetings.
- To monitor clients' health, behaviour and mood, discuss with them their needs. Create Care/Support Plans based on person centred approach and monitor the implementation.
- To communicate and organise with external and internal services and agencies clients support based on their needs, requirements and concerns. Discuss with the clients advice of other professionals, and agree on actions.
- To liaise with all local authorities and companies that are servicing the facility.
- Check and record the service finances, distribute allocated funds from the head office and other agencies. Create and monitor service financial budget and request the funds from the head office.
- Order, check, administrate and store medications. Make sure all documentation is in order.
- Make staff rota, check staff training record, make sure all training is provided and up to date.
- Perform job interviews, conduct inductions and assess understanding.
- To evaluate constantly the effectiveness of work, monitor the workload, delegate.
- Constant revision and update of company Policies & Procedures.
- Be prepared to solve any unexpected issues on the 24/7 service.
- Report to the Head Office the progress and administration and quality of work.

### **Health Assistant · Nurse Plus Agency**

*Ianuarie 2019 - Decembrie 2019 · 11 luni*

Agenții de munca- Nurseplus and Affinity Care, Bristol, England. Work in different Care and Nursing Homes, Learning Disability Day Centres, Assisted Living for blinds, Brain and Spinal Injury living in Centres; Boarding School for children and young people with severe Autism and mental health conditions.

### **Care Supervisor · Signature group**

*Aprilie 2018 - Octombrie 2018 · 6 luni*

Care Supervisor, Cliveden Manor, 5 Stars, Senior Living Care Home, Marlow, Bucks, England.

Supervision of quality of medical and care services. Leading the

team, providing appropriate training and support to staff members. Constant monitoring of clients' health, communication with clients and all different internal and external services.

### **English Study and exams** · British Council

*Decembrie 2017 - Martie 2018 · 3 luni*

Improving English grammar by taking English courses. Exams past on Level 2, ESOL and IELTS, Level C1

### **Health Assistant** · NHS Hospital

*Mai 2015 - Noiembrie 2017 · 2 ani 7 luni*

Observation and monitoring of health, providing necessary health and care assistance in the hospital ward and further rehabilitation at home after patients discharge from the hospital ward.

### **Support Assistant** · Radian Support

*Mai 2011 - Octombrie 2014 · 3 ani 6 luni*

Support and assistance within Supported Living Scheme. Variety of assistance starting from medication assistance, health monitoring and assistance with medical professionals to personal budgeting, shopping, cooking etc, 24/7

### **Senior Care Assistant** · REACH LTD

*Noiembrie 2006 - Octombrie 2010 · 3 ani 11 luni*

Similar as above

### **Доктор** · БСМП

*Mai 2001 - Octombrie 2006 · 5 ani 6 luni*

Организация службы Ангиографии, выполнение Ангиографической исследований, работы в службе рентгенологии.

### **Директор** · Индивидуальное Предприятие

*Mai 1993 - Aprilie 2001 · 8 ani*

Занимался оптовыми продажами товаров массового производства в Молдове, Румынии и Украине. Лично находил и вёл переговоры с заказчиками, контролировал выполнение контракта. Взял землю в аренду и, контролируя проект с архитекторами и инженерами, построил и ввёл в эксплуатацию две точки общественного питания (кафе-ресторан) на территории Национального Аграрного Университета. Вёл коллектив с более 20-и человек в найме. Проводил планирование работы торговых точек, работу с клиентами и поставщиками, контроль отчётности и

бух.учёта, подбор кадров, оценка рентабельности и контроль оптимального использованием остатков. В 2001 успешно продал бизнес (Постройка и сейчас функционирует)

### **Маркетолог · Завод Фармако**

*Septembrie 1998 - Noiembrie 1999 · 1 an 3 luni*

Анализ рынка, распространение и реализация медикаментов.

### **Доктор · РКБ**

*Septembrie 1997 - Iunie 1998 · 10 luni*

Функции врача-интерна

## **Studii: Superioare**

### **Medical University**

*Absolvit în: 1998*

Facultatea: General Medicine

Specialitatea: Doctor

### **Medical School Chisinau Moldova**

*Absolvit în: 1990*

Facultatea: General Medicine Adults

Specialitatea: Nurse

## **Cursuri, training-uri**

### **Health & Social Care, Generic Pathway**

*Absolvit în 2013*

Organizator: City & Guilds, England

### **ESOL English Level 2**

*Absolvit în 2015*

Organizator: City & Guilds