

Maryum Zafor

4 Kenelm Road, Small Heath, Birmingham,

B10 9RD

Contact: 07720813162

Email: Maryum.786@hotmail.com

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University of Worcester,

Henwick Rd,

Worcester,

WR2 6AJ

To whom it may concerns,

I am pleased to be applying for the role of Counselling and Mental Health at University of Worcester which has been advertised on Indeed as it will be excellent opportunity for me to widen my experience and knowledge. I have couple of years of experience in healthcare sector where I can execute the job and all associated duties successfully. My duties and experience need to be more effective by doing Counselling and Mental Health while also to allow me to focus on the future development plans. As stated on my CV,

I'm currently studying Certificate in Bachelor of Science in Health and Social Care Level 5 where it can boost my knowledge and experience in this sector for future. Previously, I have worked as a Shop Floor Assistant at Primark, my duties were focused on customer services where I was helpful and go extra miles for them, worked as a team and alone when required, able to work under pressure during busy times and followed health and safety procedure.

While I have worked for NDH Care Ltd as a Support Worker/Carer for more than 1 year, my duties were provided personal care with dignity and respect, ensured that Clinical Government and risk assessment are embedded with daily practice, followed code of conduct, guidelines and company policies, procedures, protocols and standards at all times and maintain communication with people on routine care matters.

I also worked for Nationwide Care Ltd as a Health Care Support Worker for 11months, my duties were administering medicine, helped service users who has their own health issue with their physical tasks and developing and maintaining a clean and safe environment. On top of that, being organised and coordinated leisure activities and assisted in service users care plan. Finally, I can speak fluent in Bengali and English.

Please don't hesitate to contact me. Thank you for your time and consideration.

Your sincerely,

Maryum Zafor