

NAVINDU ARCHANA

Date of birth: 18/11/1999 | **Nationality:** Sri Lankan | **Gender:** Male | **Phone number:** (+420) 722124335 (Mobile) |
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Address: Hybešova 64/31, 60200, Brno, Czechia (Home)

ABOUT ME

A Compassionate caregiver with over a year of experience providing quality support to individuals in diverse healthcare settings. Proficient in daily living assistance, medication administration, and emotional support. Skilled in record-keeping, team collaboration, and maintaining a safe environment. Seeking a caregiving position to enhance the well-being of clients through my dedication and skills.

EDUCATION AND TRAINING

Colombo, Sri Lanka
CERTIFICATE IN CAREGIVING - NVQ LEVEL 3 National Apprentice and Industrial Training Authority
CAREGIVER TRAINING PROGRAM Lanka Hospital Academy
HIGH SCHOOL Sir John Kothalawala College, Kurunegala ,Sri Lanka

WORK EXPERIENCE

2023 – 2024 Colombo, Sri Lanka
CARE WORKER
Assisted elderly and chronically ill patients with activities of daily living, including bathing, grooming, and mobility.

- Administered medications per healthcare plans, ensuring compliance with schedules.
- Documented care provided, including vital signs and changes in patient conditions.
- Collaborated with healthcare professionals to develop personalized care strategies.

2022 – 2024 Kurunegala, Sri Lanka
EXPRESSWAY MANAGEMENT ASSISTANT ROAD DEVELOPMENT AUTHORITY
Coordinated daily tasks and ensured smooth operations in road development projects.

COMMUNICATION AND INTERPERSONAL SKILLS

Active listening,Punctual

- Patient Care & Grooming
- Medication Administration
- Record-Keeping & Documentation
- Emotional Support & Teamwork
- Food Preparation & Housekeeping

Basic Language Skills , Adaptability , Punctuality, Work Ethic, Team Collaboration

- Understanding basic Czech or English is beneficial for communication.
- Willingness to take on various tasks as required.
- Being reliable and arriving on time.
- Maintaining professionalism and focus on tasks.
- Working effectively with others in a multicultural environment.

● **LANGUAGE SKILLS**

Mother tongue(s): **SINHALA**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	C1	C1	C2
CZECH	A1	A2	A2	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DRIVING LICENCE**

- Driving Licence: AM
- Driving Licence: A1
- Driving Licence: A2
- Driving Licence: A
- Driving Licence: B1
- Driving Licence: B
- Driving Licence: BE

● **VOLUNTEERING**

2023 – 2024 Lanka Hospital , Colombo, Sri Lanka
Volunteer Care Worker

Assisted elderly and chronically ill patients with activities of daily living, including bathing, grooming, and mobility.