

KABITA KARKI

Assistant in Nursing

0430085649

Kabitakarkee122@gmail.com

Address: 5-7 Northumberland Rd, Auburn 2144

Professional Summary: A highly organized, enthusiastic and hardworking Nepali woman with a friendly personality and the ability to work as part staff team, Possessing excellent communication skills. Demonstrating strong nursing skills in the home care setting and with a focus on procedural care, I work collaboratively with Registered Nurses, patients, and their families regarding care.

Skills:

- Customer Service
- Written and Verbal Communication
- Payment Processing and Cash Drawer operation
- Teamwork and Collaboration
- MS Excel, Word, Data Entry
- Stocking and Replenishing, Stock Rotation
- Inventory management and Order processing
- Time-management
- Conflict and Complaint Resolution
- Adaptability and Flexibility
- Cleaning and Sanitising

Work Experience:

School Teacher

Little Angel's Boarding School, Jhapa, Nepal \ 2018-2023

Managing classroom and creating excellent teaching & learning environment

- Preparing lesson plans according to the curriculum and teaching students of Years 5 and 6 (Science and Mathematics)

- Maintaining discipline and teaching the importance of discipline in life to the students.
- Conduct assessments, tests, and exams and evaluate students' progress
- Conduct meetings with parents about student's overall development and counseling for better performance.
- Conduct extra co-curricular activities for students like sports, literary activities, etc.

Working with agencies related to Age care

- o Assisting with activities of daily living such as bathing, dressing, and toileting.
- o Helping with mobility, transfers, and positioning.
- o Assisting with feeding and meal preparation.
- o Administering medication under supervision.

Also,

Done placement at St. Vincent's aged care, Yennora for 120 hours.

Certificates

- Certificate IV in Individual support in Aging
- First Aid, Manual Handling and CPR
- Police Certificate

Education

09/01/2025 Current (King's Own Institute), Masters in Professional Accounting

2016-2020 Manakamana Multiple Campus, Nepal, Bachelor in business studies

References

Available upon request