



SUMITRA TAMANG

PROFILE

I am looking for a part time employment for the post of Assistant in Nursing. I wish to have my career, which employs my skills and expertise fully to join the organization that values enthusiasm, professionalism, and commitment to perform significant responsibilities and opportunities.

CONTACT

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PROFESSIONAL SKILLS

- Ability to work successfully with others on collaborative projects and efforts.
- Productive worker with solid work ethic to exert optimal effort in successfully completing tasks.
- Organized and effective communicator with the ability to learn quickly and develop expertise to produce efficient contributions to the organization
- General knowledge in Microsoft Word, Excel, PowerPoint and Outlook environment.
- Honest, sincere, hardworking, polite and dedicated.
- Capable of handling patients.
- Skills for patients' care.

EDUCATION

ARUNIMA HIGHER SECONDARY SCHOOL | KATHMANDU, NEPAL
JANUARY 2022
Hotel Management

TRAINING FOR KNOWLEDGE AND LIVELIHOOD | PARRAMATTA, SYDNEY
OCTOBER 2022 – present
Certificate IV in Commercial Cookery

CERTIFICATION

- RSA
- RCG
- POLICE CHECK CERTIFICATE
- FIRST AID CERTIFICATE
- CERTIFICATE IV IN AGEING SUPPORT

TRAINING

- CPR TRAINING
- FIRST AID TRAINING

WORK EXPERIENCE

CAFETALK HORNSBY [ALL ROUNDER]
[May 6, 2023 – Present]

- Checking guests are happy and feeling welcome
- Greeting all guests warmly on arrival and escorting them to their table
- Checking the quality of dishes before serving them
- Prepping workstations, so they're ready for use
- Assisting the cook with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting and chopping fruit, vegetables and meat.

PULLMAN SYDNEY HYDE PARK [HOUSEKEEPING]
[October 2022-March 2023]

- Cleaning and maintaining the appearance of guest's rooms.
- Ensuring that all safety and security protocols are followed.

HOBBIES

- *Artistic activities, like painting or graphic design
- *Gaming
- *Drawing
- *singing/dancing
- *Playing with pets
- *mingling with people

LANGUAGES

- *Hindi
- *Nepali
- *English

PLACEMENT HISTORY

BEECROFT NURSING HOME

[4 SEPTEMBER 2022 – 26 SEPTEMBER 2023]

Key achievements:

- Successfully completed placement with outstanding supervisor feedback by quickly understanding role, maintaining strong communication and building strong rapport with residents and colleagues.
- Shadowed a registered Nurse during medication rounds and developed knowledge of medication administration and procedures.

Duties:

- Provide basic nursing care to patients in an aged care setting under the supervision of registered nurse.
 - Work with clients with conditions including dementia, muscular dystrophy. Parkinson disease, type 1 and 2 diabetes, hearing and vision loss or impairment, cancer, mental health disorders, COPD, cognitive decline, renal failure and loss of mobility,
 - Observe, measure and record patient's vital statistics and reporting changes in patients' conditions to RNs and doctors
 - Provide physical/emotional support to patients and families.
 - Provide care services to residents in accordance with care plans.
 - Assist and support residents with activities of daily living in the areas of personal hygiene, grooming, oral hygiene, continence management, mobility, food and fluids, maintenance of hearing aids, glasses, physiotherapy exercises, use of wheelchairs and other aids.
 - Assist and monitor residents with behavioral and psychological symptoms of dementia through implementation of strategies documented in the care plan.
 - Record resident information in charts and/or forms in a timely manner.
 - Manage and oversee the distribution of meals throughout shift.
 - Maintain confidentiality of residential information.
 - Comply with Workplace Health and Safety and Environmental practices.
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References:

References:

Niranjan Prasai

Oscars Training Centre

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