

ROBIN NEPALI

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CAREER OBJECTIVE

Dedicated and compassionate professional seeking a position as an Assistant in Nursing within the aged care sector. Experienced in providing high-quality care, support, and companionship to elderly residents, ensuring their physical, emotional, and social well-being. Proficient in administering medications, assisting with daily activities, and maintaining accurate health records. Committed to promoting dignity, independence, and a safe, nurturing environment for all residents. Skilled in effective communication, empathetic listening, and fostering positive relationships with residents, families, and healthcare teams.

PROFESSIONAL EXPERIENCE AND TRAINING

Assistance in Nursing – Placement
Ashfield Baptist Home,
Ashfield, Sydney

June – July 2024

- Assist with activities of daily living (bathing, dressing, grooming, toileting, mobility).
- Observe and report changes in health; measure and record vital signs.
- Assist with medication administration and documentation under supervision.
- Offer companionship, engage in social activities, support emotional well-being.
- Ensure cleanliness, safety, and hygiene of living areas; follow infection control protocols.

IT Support Specialist – Internship
ATMC, Sydney, Australia

Jan 2024 -Mar 2024

- Respond to and resolve technical issues raised by students, faculty, and staff.
 - Manage and prioritize incoming support requests through various communication channels, such as emails, phone calls, or in-person visits.
 - Communicate effectively with end-users to keep them informed about the status of their requests.
 - Ensure proper functioning and availability of computer labs and other technology resources within the college.
 - Assist with hardware and software problems, troubleshooting issues to resolution.
 - Deliver excellent customer service by addressing inquiries and issues in a professional and friendly manner.
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General Service Officer – Part time
Thompson Health Care, Sydney, Australia

May 2020 – Present

- Cleaning and maintaining the facility to ensure a clean and safe environment
- Assisting with meal preparation, service, and clean-up in kitchens and dining areas
- Following safety protocols and wearing appropriate personal protective equipment (PPE)
- Monitoring every material on the regular basis and reporting when items need to be restocked
- Handling the disposal of hazardous and non-hazardous waste materials generated
- Reporting any maintenance issues or broken equipment to the appropriate department for repair
- Interacting with patients and their families, providing directions, answering questions, and providing general assistance as needed.

Team Member – Part time
Woolworths Group, Lidcome

Jan 2021 – Sep 2021

- Providing product information, answering inquiries, and helping in locating items.
- Replenishing and organizing merchandise on shelves to ensure a neat and well-stocked store.
- Adhering to company policies, procedures, and guidelines related to hygiene, safety, and security.
- Following established protocols for handling cash, processing transactions, and maintaining a secure store environment.
- Providing accurate information about products, including ingredients, usage, and pricing.
- Staying informed about promotions, discounts, and special offers to effectively assist customers.

EDUCATION

Certificate 3 in Aging and Disability
Advance college

Jun 2024 – Jul 2024

Professional Year
ATMC Sydney

Mar 2023 – Dec 2023

Bachelor of Information Technology
KENT Institute, Sydney, Australia

Jul 2020 – Jul 2022

Advanced Diploma of Information Technology
Australian College of Business Intelligence, Sydney, Australia

Mar 2018 – Apr 2020

SOFT SKILLS

- Able to communicate effectively and highly skilled in organizing tasks
- Developed excellent people skills through significant experience in customer service
- Proficient in written communication and administrative skills
- Has a positive outlook and is enthusiastic about acquiring new knowledge.
- Attention to details and possesses a proactive and capable attitude.

LANGUAGE

English: Native Proficiency

REFERENCES

Available Upon Request
