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## **SUMMARY STATEMENT**

Dedicated and energetic personal care assistance seeking an opportunity to contribute to positive patient outcomes in a supportive and caring environment. Strong clinical skills, a caring and empathetic nature with positive attitude, excellent communication and organization and a desire to continue learning, growing and developing.

## **KEY AREAS OF ABILITY**

- Analysis, strategy development and delivery from identified needs
- Traditional care and commitment to organizational targets
- Communication nucleus with depth of cultural awareness
- Rapport and relationship management with lasting focus
- Enthusiastic, knowledge-hungry learner and committed to excellence in my work
- Highly motivated self-starter who takes initiative with minimal supervision
- Conscientious go-getter who is highly organized, dedicated, and committed to professionalism
- Resourceful team player who excels at building relationships with customers and colleagues
- Productive employee with solid work ethic who exerts optimal effort in successfully completing tasks

## **EDUCATION**

Master of business administration ( KFA, Lincoln University)  
Master of Accounting ( Kaplan Business School)

## **CERTIFICATIONS**

Certificate III in Individual Support( Ageing, Disability)  
(Queensland Institute of Education)

First aid and CPR certificate  
( Auscare College)

## **EXPERIENCES**

- **AIN at twilight aged care since March 2023**
- **Placement at Montana Nursing Home**

### **Key Responsibilities:**

#### **Assistant in Nursing- Under Supervision (Working Area and Placement)**

- To establish rapport with families, staff and volunteers and facilitates communication between
- To protect the rights of residents and ensures care provided maintains resident's dignity and privacy
- To respect the confidentiality of residents as well as other team members
- To understand the internal/external complaints mechanism
- To have an understanding and commitment to Continuous Quality Improvement
- To attend the personal needs of the resident including all activities of daily living, social emotional support in accordance with the care plan and at the direction of the Supervisor Care Leader / Duty Nurse
- To provide opportunities for residents to participate in meaningful activities
- To support resident's choice/decision making
- To provide domestic services in the residential facility including food handling, laundry, cleaning and other tasks as instructed by the Care Leader / Registered Nurse
- To report and document any changes in resident's health and well-being
- To maintain hygiene/safety practices in accompanying caring tasks
- To demonstrate an ability to complete appropriate Incident/Hazard Reports
- To have awareness of practices and maintains a safe environment including Fire Safety, Evacuation, and Emergency Procedures
- To maintain the workplace equipment and environment
- To recognize health and environmental hazards and reports damages, faults and problems, using appropriate incident reporting
- To fulfill duties as allocated and prepared to alter routines to meet the changing needs of the residents
- To work cooperatively as a team member and supports new and less experienced staff
- To maintain appropriate hand-washing techniques
- To follow correct Manual Handling Procedures

#### **SKILLS**

- Possess Strong organizational skills

- Able to work under pressure and multitasking
- Be an able communicator (verbal and written)
- Have a collaborative and team-oriented approach
- Strong customer service focus and an ability to priorities
- Excellent phone manners and customer service focused
- Knowledge of medical terminology and infection control standards
- Drive and Initiative in taking on responsibilities and achieving results
- Experience and exposure to the backup office applications and services
- Have awareness of WHS, fire regulations and manual handling procedures
- Experience and exposure to various hardware and software applications include, but not limited to, Windows 7, Windows Vista, Windows XP, Windows 2000, Windows 2003, Windows 2008 and MAC operating system platforms as well as Active Directory and MS Office Suits

### **ACHIEVEMENTS**

- Highly appreciated for my hard work and efforts wherever I had worked
- Highly appreciated by the trainer/assessor for my class performances
- Highly appreciated at my work placement for my quick learning attributes
- Highly appreciated by the management and the clients for my contributions and support

### **INTEREST**

- Working for the community and society
- Aged care, Disability care and Child care
- Computers and Technologies

### **REFERENCES**

**SUMAN SEDHAI**

**RN, Northern Beaches Hospital**

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