

# DIVYA PRABHA OLI

## ABOUT ME

I am a results-oriented, hardworking person with a solid commitment to teamwork.

## CONTACT

Phone No: 0491612689

Email: divinepath31@gmail.com

Pronouns: She/Her

Address: Railway Parade,  
Glenfield, NSW 2167

## SKILLS

- Operating Manual Handling
- Clear and effective communication.
- Ms Word, Ms Excel

## STRENGTH

- Respect for Privacy and Confidentiality
- Highly Reliable and Positive Attitude
- Team worker
- Quick Thinker
- Adaptability and flexibility
- Attention to detail.

## Reference

Upon request

## EDUCATION

**Current Enrolment:** Master of Professional Accounting (MPA), Charles Darwin University.

## AVAILABILITY:

Tue, Wed, Thu, Fri, Sat, Sun  
(AM/PM/Night)

## OBJECTIVE

A highly motivated and compassionate individual, deeply committed to giving top-notch care and companionship to elderly residents. I have completed Certificate III in Individual Support (Ageing and Disability) and have experience working in AM/PM/Night shifts caring for the needs of residents. I am looking for a position where I can demonstrate my skills, experience, empathy, and kindness as a care worker.

## RELEVANT TRAININGS and CERTIFICATES:

- First Aid Training, CPR Training
- Certificate III in Individual Support (Ageing and Disability)
- NDIS Check, Police Check Certificate

## WORK EXPERIENCE

### **WHIDDON AGED CARE, 81 BELMONT RD, GLENFIELD, NSW**

Assistant in Nursing (Casual) Since Aug 2024

- Assisted residents with daily life activities, maintaining dignity and respect.
- Monitored and recorded the residents' conditions and informed the care team of any physical, mental, and behavioral changes.
- Experienced in using manual handling equipment, slings, and hoists for proper lifting and transfer by ensuring the safety of residents.

### **SUMMIT CARE, 173 ELIZABETH DR, LIVERPOOL, NSW**

Assistant in Nursing (Casual Role) May- Aug 2024

- Followed care plan and directions properly to provide optimal care to residents.
- Familiar with eCase software, a care management system to document activities and record the information.
- Providing emotional support and companionship to residents.

### **THOMPSON HEALTH CARE, 134 BEECROFT RD, BEECROFT, NSW**

Assistant In Nursing Placement (Course Placement) Apr 2024

- Respectfully provided comprehensive personal care and assistance to elderly individuals, encompassing tasks such as grooming, bathing, dressing, feeding, and attending to their needs.
- Assisted with mobility and transfer using manual handling equipment to lift residents properly.
- Assisted with light housekeeping duties like arranging the wardrobe, folding laundry, and assisting with waste management and general cleaning.

### **MEDIQA PTY. LTD. INGLEBURN, NSW**

Bottling Line Staff Nov 2023 - Mar 2024

- Fast-paced Packaging, labeling the packages.
- Ensuring and maintaining office cleanliness and organization.
- Always showed eagerness for late/additional hours.

### **BRT INFRAMATIC PVT. LTD, NEPAL**

Administration Assistant Jul 2022- Feb 2023

- Welcomed, assisted customers, and addressed customer inquiries.
- Monitored stock levels, ordered supplies, and reported to management.
- Conducted data entry using MS Word and MS Excel.
- Sending bills and invoices to clients