



ASHMITA PANDEY

SUMMARY

With academic background in science and humanities faculty, good communication, team working, planning, client-care skills and hardworking nature, seeking to take an initiative and new challenges, eager to join your organization and work relentlessly towards fulfilling your mission together.

EXPERIENCE

HOME CARE WORKER

May,2023-ongoing

Montefiore Help at Home, Double Bay, NSW, Australia

LECTURER OF RESEARCH METHODOLOGY

Nov,2020- Feb,2023

International College of Hospitality Management (ICHM), Kathmandu

INTERN FOR AN OUTREACH PROGRAM

Feb,2021- Aug,2021

Initiative of Change (IofC), Kathmandu, Nepal

SUPERVISOR AND SALES ASSOCIATE

Nov,2019– April,2023

Dinesh Pharmacy Pvt. Ltd, Dhangadhi, Nepal

Intern/Helper for Pashupati Bridhaashram (Elderly's Home) 2019-2020

Kathmandu,Nepal

OFFICE MANAGER

Feb,2014 - Nov,2016

Wedding Dreams Nepal/View Finders (P.) Ltd., Lalitpur

ACADEMICS

Masters in Business Administration (MBA)

2023ongoing

Australian National Institute of Management and Commerce (IMC)

NSW, Australia

Certificate III in individual Support (Ageing and Disability) 2023

Studywise College, NSW, Australia

Post-graduate preparation plan

2023

Bachelor of ARTS in Social Work

2017 - 2020

TU, Golden Gate International College, Kathmandu, Nepal

Intermediate/+2 In Science Stream

2009 - 2011

HSEB, V.S. Niketan Higher Secondary School, Kathmandu

School Leaving Certificate (SLC)

2008

HMG, V.S. Niketan Higher Secondary School, Kathmandu


CONTACT

DOB: 2048-07-06(1991)

 ashmita700@gmail.com

 0412884570

 Ashmita Pandey

 8/11 Webb street, Riverwood,
Sydney, NSW 2210

SKILLS

Quick Learner

Flexibility and Adaptability

Team Oriented

Taking Initiative

Problem Resolution

Communication

Documentation

Management

Technical/Computer
(MS-Office, Internet, ...)

LANGUAGES

Nepali

English

Hindi

HOBBIES

Reading Novel

Prioritizing underrated things

Travelling

Adventure

Listening Music

DUTIES/RESPONSIBILITIES

1. Assisting elderly individuals with daily activities such as personal hygiene, dressing, and eating.
2. Monitoring and administering medication as prescribed.
3. Providing emotional support and companionship to residents.
4. Assisting with mobility and exercises to maintain physical health.
5. Documenting and reporting any changes in residents' conditions.
6. Participating in various organizational activities and initiatives.
7. Assisting with event planning and execution.
8. Supporting administrative tasks such as data entry, filing, and organizing.
9. Interacting with clients, stakeholders, or beneficiaries of the organization.
10. Conducting research or assisting with project-specific tasks.
11. Preparing and delivering lectures or lessons on assigned subjects.
12. Developing curriculum and instructional materials.
13. Conducting assessments, grading papers, and providing feedback to students.
14. Mentoring and advising students on academic and career matters.
15. Facilitating class discussions and encouraging student engagement.
16. Providing guidance and support to students in their learning process.