

ANITA BISTA

CONTACT



12/28 William Street, Granville,
New South Wales, 2142



0 431 582 692



Anubista37@gmail.com

EDUCATION

Master of Professional Accounting/Master
of Business Administration
2023 - Running

Bachelor of Business Studies
2015 -2019

CERTIFICATES

Certificate III Age Care and Disability
First Aid CPR & Basic Emergency Life
Support.

NDIS Workers

National Hand Hygiene Initiative

Current Police Check Certificate

Immunization Certificate

Current up-to-date Vaccination

WORK EXPERIENCE

Age care placement, Columbia Age Care, Australia

Completed placement with outstanding supervisor feedback, maintained strong communication, and built strong rapport with residents and colleagues, Provided residents with assistance as they accomplished, daily tasks including bathing, eating, dressing, grooming, and using the restroom, Build rapport with residents by establishing personal, connections and showing interests in their lives.

Waitress:

Deurali Venus, March 2023 to February 2024

Customer Service, Taking Orders from Customers, helping in Kitchen to Prep the foods, Cleaning the tables & benches, Sweeping the floors and mopping the Kitchen floor as well as the bathroom floor. Helping the staff with everything at closing time.

Front Desk, Customer Service:

Nepal Medici Hospital, Jan 2019 to Feb 2023

Assisting the walk-in patients, explaining to patient about the Doctor's Appointment, Handling queries of patients, and Handling calls and schedules to ensure efficient patient flow based on predetermined appointment availability.

SKILLS

- Hardworking and professional at performing the job duties
- Ability to converse politely with supervisors and teammates
- Great flexibility in working hours to suit the situations
- Great honesty and loyalty proven through the past work experiences

REFERENCES

- **Raz J Chhetri**
Supervisor & Coordinator
Support Foundation Organization
Mobile no.: 0421517102
Email: jungchhetri70@gmail.com
- **Sushil Neupane**
Manager
Deurali Venues
Mobile no: 0401342895