

Name: Anuja Basnet
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Address: Catherine Field

❖ **Career objectives**

Confident and articulate individual with commended ability to work with others to achieve set outcomes. Key strengths include strong attention to detail and willingness to learn and develop professionally. Ambitious, detail oriented post-graduate with Master of Professional Accounting from University of Sunshine Coast.

❖ **Employment History**

Personal Care Assistant	Pembroke Lodge 16/10/2023-till now
Payroll officer	Abbey house 1/03/2023 to 29/06/2023
Personal Care Assistant	Anthem Care 09/01/2020 - 15/10/2023
School cleaning	Taroona High School 04/11/2019 – 12/10/2019
Support worker	Community based support 12/08/2019 – 12/10/2019
Office Cleaning	Metro Depot Tasmania 15/04/2019 – 12/10/2019
Housekeeping	Global pty Ltd 01/04/2017 – 03/05/2017
Waitress	The Nepalese Kitchen 08/05/2016 – 04/01/2017
Bus Cleaning	Solo service group 04/06/2016 – 01/06/2018
Customer service	Subway 06/10/2015 – 04/01/2017

❖ **Key skills**

• **Customer service**

- ☐ Taking customers order, assemble the orders, and act as cashier
- ☐ Daily duties of making fresh salad, meat and veggies
- ☐ Maintaining cleanliness in food services areas
- ☐ Moping, Vacuuming and general cleanliness of store and restaurant
- ☐ Ensuring work health and safety protocols by using sign and symbols such as Wet floor, signs and hazard signs

☐ Good team player

• **Cleaning**

- ☐ Mopping, vacuuming, general cleanliness and dusting of bus and office
- ☐ Cleaning toilets and bathrooms using disinfectant chemicals in office
- ☐ Ensuring the environmental cleanliness and hygiene of the office area
- ☐ Ensuring work health and safety protocols by using signs and symbols such as wet floor, signs and hazard signs

• **Nursing**

- ☐ Responsible for assisting residents with all aspect of activities of daily living Such as showering, oral care and pressure Area care
- ☐ Responsible for Documentation in specific charts, bowel charts (sight charts, bowel charts, writing process notes and reporting to the nurse in charge to support the assessment, planning and delivery of nursing care to achieve better health outcomes.
- ☐ Responsible for the resident's daily exercises and recreational activities

❖ **Personal Attributes**

Punctual - Attending both part- time jobs and many university commitment Well groomed - Well presented in customer service roles
Honest - Handling cash

❖ **Vocation of education**

TasTafe, Campbell St, Hobart TAS 7000

- Diploma of leadership management

Advance college of health partnership with care education, Deane St, Burwood NSW 2134

- Certificate III in individual support (Ageing)

University of Sunshine Coast, George St, Sydney 2000

- Masters in Professional Accounting

Institute of management studies, Kathmandu, Nepal 44600

- Bachelor in Business Administration

❖ **Achievements based on studies and work experience**

- Learnt the importance of team work and application of work health and safety protocols. •
Learnt an effective communication skill with patient in care and multidisciplinary team involved in providing care
- Learnt the basic nursing skills by caring for people with different care needs, medical background and social history

❖ **Computer skills**

- Advance use of Microsoft office package
 - Advance knowledge of computer operations like print, scan and email, internet and browsing

❖ **Professional Reference**

Kareena Siwa

0426783559

Deputy director of nursing, Abbey House

Sujita KC

0420511548

Director Of Nursing, St Ives House

Shanta Ghimire

0415855103

Registered Nurse, Anthem Care