

**PERSONAL INFORMATION**

**Gender:** Female

**Date of Birth:** 11<sup>th</sup> May 1991

**Address:** 24 Stevens Drive, Oran Park, NSW 2570, Australia

**Mobile:** (+61) 0424 520 004

**Email:** aarya1@outlook.com.au

**PROFICIENCY IN**

- Aged Care.
- Dementia care.
- Transfers utilising equipment such as hoists, slings & lifters.
- Care for a person with a disability.
- Knowledge about independent living skills for people with disability.
- Emplive Software
- Autumn Care Software

**EDUCATION**

**Signature Training Pty Sydney Australia (2013)**

Certificate III in Aged Care (CHC30212)

**Columbus College Kathmandu Nepal (2007-2009)**

Proficiency Certificate Level in Humanities and Social Science

**Indreni Secondary English School, Lalitpur, Nepal (2006)**

High School

**Work Experience**

**Assistant in Nursing, Whiddon Easton Park, Glenfield**

*December 2019- till now*

- Assisting residents with their daily care needs as per the care plans provided.
- Caring for residents within the dementia-specific wing.
- Reporting of resident's progress.
- Reporting the OH & S issues, and incidents.
- Attending staff meeting to take part in Quality improvement process.
- Ensure residents' Doctor Notes folders adhere to accreditation standards.
- Liaise with residents' families provide updates.

**Assistant in Nursing, Mark Moran at Little Bay, Little Bay NSW**

*Oct 2013- June 2020*

- Provide personal care.
- Caring for residents within the dementia-specific wing.
- Reporting of resident's progress, care plans and incidents.
- Assist residents with Doctors appointments and inform families of results.
- Ensure residents' Doctor Notes folders adhere to accreditation standards.
- Liaise with residents' families.
- Assist the ACAT team with new residents moving into the facility.
- All relevant policies and procedures are followed.

**Cashier, Money plant saving and Cooperative, Kathmandu, Nepal**

*2009-2012*

- Responsible for solving customer complaints and providing information regarding products.
- Compile and maintain non-monetary reports and records.
- Participate in staff training in order to assist the group to maintain optimum service delivery for Clients.
- Reviewing and verifying daily reports assigned by Management
- Processing all paperwork associated with transactions, including proper filing or discarding of sensitive information.
- Answering branch telephone calls and assisting with customer requests or issues.
- Consistently maintaining a balanced cash drawer.
- Adhering to bank security policies and maintaining the confidentiality of bank records and client information.
- Performing additional duties as assigned.

**TRAINING**

- Certificate 3 in Aged Care
- Applied first Aid
- Manual Handling
- Medication and Infection Control

## **REFEREES**

**Sarju Deuja Raut** (Care Manager, Mark Moran at Little Bay)

Contact no. 0466 467 540 Email: serly\_luk@yahoo.com

**Rekha Neupane** (Registered Nurse/ Afterhours in charge, Mark Moran at Little Bay)

Contact no. 0450 166 194 Email: rekhaneupane555@gmail.com

## **REFERENCES**

Whiddon Easton Park Glenfield <https://www.whiddon.com.au/location/residential-care-easton-park/>

Mark Moran at Little Bay. (<https://markmoran.com.au/little-bay/>)

Money Plant Saving and cooperative (<http://moneyplantsociety.com/index.html>)