

BHAWANA KAVITA CHAND

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Visa: Student Visa (subclass 500)

OVERVIEW

Seeking a challenging opportunity that is suitable to my field of interest where I will be able to work in pragmatic ways in an organization, showing my talent and enhance my skills to meet the goals and objectives with integrity, which will allow me to move up the ranks personally and professionally.

QUALIFICATIONS

Tertiary: **Bachelor of Commerce Double Majors in Finance and Human Resources Management/ IR**
Fiji National University - Fiji
Graduated – January 2021

VET Course: **Diploma in Nursing**
Queensford College - 3/1 Fitzwilliam Street, Parramatta, NSW 2150
Currently Studying

TRAININGS & CERTIFICATIONS

- HLTAID011 - **Provide First Aid**
- Certificate III - **Individual Support**
- Certificate IV – **Ageing Support**
- Certificate - **Basics of Infection Prevention and Control in Aged Care**
- Certificate - **Hand Hygiene Hand Dermatitis**
- Certificate - **Quality, Safety and You - NDIS Worker Orientation**
- Certificate – **Hand Hygiene for Clinical Healthcare Worker**
- Certificate – **Ausmed Passport**

PRE-EMPLOYMENT CHECKS

National Police Check

Working with Children's Check

NDIS Worker Screening Check

WORK HISTORY

PERSONAL CARE WORKER (CARER)

Company: Anglicare Newmarch House, Kingswood, Sydney, Australia
February 2024 – Till date

Duties and Responsibilities:

- Assist with activities of daily living (ADLs)
- Aid clients in mobility and transfers, such as getting in and out of bed or a wheelchair.
- Assist clients with feeding if they had difficulty eating independently.
- Prepare meals and snacks according to dietary requirements and preferences.
- Ensure clients received proper nutrition and hydration.
- Provide companionship through engaging conversations and activities.
- Offer emotional support, empathy, and a caring presence to improve clients' well-being.
- Perform light housekeeping duties to maintain a safe and clean environment.
- Assist in meal planning, preparation, and setup to ensure clients have access to nutritious meals.
- Monitor and report changes in clients' health status, including physical and behavioral changes.
- Assist with basic medical tasks such as checking vital signs and wound care under supervision.
- Maintain accurate records of care provided, changes in health status, and any incidents.
- Communicate effectively with healthcare providers, family members, and other caregivers to ensure coordinated and comprehensive care.
- Implement safety measures to prevent falls, injuries, and accidents within the clients' living environment.
- Advocated for clients' needs and preferences, ensuring their rights and dignity were respected.

WORK PLACEMENT STUDENT

Company: St_Vincent's Care Service, Yennora, Australia
August 2023 – September 2023

Duties and Responsibilities:

- Provide hands-on support to clients, assisting with personal care tasks and mobility under supervision.
- Observe and learn from healthcare professionals to understand procedures and best practices in the field.
- Document daily activities and maintained accurate records of client interactions and progress.
- Collaborate effectively with interdisciplinary teams to ensure coordinated care and positive outcomes.
- Communicate respectfully with clients and colleagues, fostering a supportive and caring environment.
- Follow safety protocols and legal guidelines to maintain a secure and compliant work environment.
- Actively sought feedback to enhance skills and knowledge, demonstrating a commitment to professional development.

SECRETARY

Company: Alfred Nuclear Medicine – RPAH, Newtown, Australia
February 2023 – Till date

Duties and Responsibilities:

- Provide administrative support to medical staff, managing appointment schedules, coordinating meetings, and handling phone inquiries.
- Register patients, collected and verified information, and assisted with form completion while maintaining confidentiality.
- Manage patient records, ensuring accuracy and compliance with privacy regulations.
- Prepare and submitted insurance claims, handled billing inquiries, and processed patient payments.
- Transcribe medical dictations, prepared reports, and formatted documents adhering to medical terminology standards.
- Coordinate with healthcare providers, laboratories, and pharmacies for timely delivery of test results and prescriptions.
- Maintain office supplies and medical inventory, ensuring availability and proper storage.
- Ensure regulatory compliance by maintaining patient confidentiality and following office policies.

CUSTOMER SERVICE OFFICER/ TELLER / PERSONAL BANKER

Company: BSP Bank, Lautoka, Fiji

January 2022 – February 2023

Duties and Responsibilities:

- Manage cash transactions, including deposits, withdrawals, and payments, ensuring accurate record-keeping.
- Balance cash drawer daily, processed checks and money orders, and handled foreign currency exchanges.
- Provide excellent customer service, addressing inquiries, resolving issues, and promoting banking services.
- Ensure adherence to security and compliance standards, reporting suspicious activities as needed.
- Handle cash deposits, withdrawals, and transfers, ensuring accuracy and compliance with bank procedures.
- Opened and closed accounts, assisted with online banking setup, and resolved customer inquiries and complaints.
- Inform customers about new banking products and services, enhancing their banking experience.
- Built and maintained client relationships, providing personalized financial advice and solutions.
- Assist clients with opening, closing, and managing accounts, including savings and checking accounts.
- Process loan applications, ensuring compliance with bank policies and regulations.
- Promote banking products and services, achieving sales targets and providing referrals to specialized services

FINANCE PROJECTS ASSISTANT

Company: Fiji Airways, Nadi Airport, Fiji

November 2019 – March 2020

Duties and Responsibilities:

- Emailing vendors to request electronic invoices and explaining the purpose for collecting these invoices.
- Following up with vendors on invoice requests via phone call or email.
- Collecting and renaming invoices according to the vendor number, vendor name, and unique vendor code.
- Reading each detail from the invoices to ensure they match the criteria required for IDC (Invoice Data Capture) and updating the IDC record sheet.
- Setting up meetings with different departments and attending meetings with colleagues to share project knowledge.
- Communicating with departments about how the software works and the benefits of implementing it.
- Taking note of departmental requirements to improve the system for user convenience.
- Attending weekly DocStar catch-up meetings to review project progress, outline appropriate agendas, and meet deadlines.
- Attending IDC training sessions to learn about the software's functionality and application.

REFERENCES

Bishnu Thapa

Trainer/Assessor

Queensford College

Phone: 0402 267 335

Uma Akbar

Alfred Nuclear Medicine

RPAH Medical Centre

Phone: 0403 172 963

Trung Yen Nhi Nguyen

Registered Nurse

St Vincent Care Services - Yennora

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