

# Binita Khadka



4/28 Railway Parade  
Mittagong, NSW 2575



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## PROFILE

I am enthusiastic, hardworking & dedicated person looking for the best suited job that complements my character & experience. I am reliable, flexible, and responsible person holding a positive attitude with a strong work ethic who can work well in a fast-paced and high-pressure environment. I would love to be the part of organization's growth and which ultimately lead to personal growth.

## EDUCATION

**03.2022 - 09.2022**

**Australian Lawrence Aged Care**

Certificate III in Individual Support

First aid certificate available

Manual Handling certificate

Hand hygiene certificate

NDIS screening check

Covid Vaccination Certificate

**02.2023 - 12.2023**

**Victorian University**

Graduate Diploma in Early Childhood Teacher

**03.2018 - 12.2020**

**Victorian Institute of Technology**

Bachelors of Information Technology

## EXPERIENCE

**11.2022 - 12.2024**

**Blue Cross Age Care**

Personal Care Assistant

Helping with bathing, dressing, feeding, and toileting

Preparing meals and drinks, and supervising eating and drinking

Housekeeping: Cleaning, tidying, and running errands

Social support: Providing social support, such as escorting clients on outings

Communication: Communicating with clients and their families about care and support needs

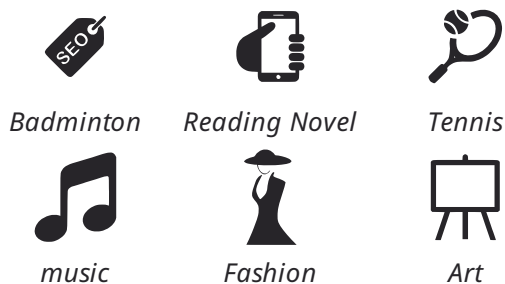
Health monitoring: Monitoring the client's health condition and reporting any issues or change

Emotional support: Providing emotional support

## SKILLS

- ✓ Good communication - written and oral skills
  - Active listening skills
  - Excellent conceptual and analytical skills
  - Effective interpersonal skills
  - Attention to detail and Prioritising and managing tasks
  - Loving and bright personality
  - Arranging social activities
  - Active listening skills,
  - Patience,
  - Communication

## HOBBY



## PERSONALITY

- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organized
- ✓ Self-Development
- ✓ Professionalism
- ✓ Coffee Making (latte art)
- ✓ Computer skills (Microsoft word, Excel, Adobe Photoshop, Cisco Packet Tracer ...)

## LANGUAGES

English ● ● ● ● ● ●  
Nepalese ● ● ● ● ● ●

## REFERENCE

Shraddha Dhungana  
Registered Nurse  
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Sita Tamang  
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