

Syeda Zannatul Fardose

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PROFILE

Highly motivated individual with experience in Family day care as well as long day care settings. Creative, proactive, positive, energetic, responsible and caring person who loves making a difference into the lives of young children. Open-minded, patient and supportive towards other people, especially towards children or those who suffer from disabilities.

Possess excellent capability to organize and plan a safe learning environment for children. Has sound knowledge of National Quality Framework including Education and Care Services National Regulations and Law. Ability to prioritize works under pressure and to meet deadlines.

EMPLOYMENT HISTORY

Star Kids Day Care

September 2013 to April 2017

Happy Child Day Care

April 2017 To Nov 2018

Creating Link (support worker)

Dec 2019 to Jan 2021

Duties include:

- Create a positive interactive and caring environment which is safe, secure and hygienic for children in care
- Plan, implement and evaluate developmentally appropriate programs and maintain individual records for children
- Interact with children in a caring and positive way and participate in the daily routine
- Plan, implement and evaluate developmentally appropriate individual programs and focus groups experiences
- Maintain individual developmental records
- Contribute to the development of a program in line with the Early Years Learning Framework (EYLF)
- Maintain confidentiality of information regarding children and their families
- Conduct self in an ethical and professional manner at all times
- Administer first aid and medication
- Conduct group time experiences e.g. Language/Music
- Follow and meet the National Quality Standards, National Regulations and Law
- Ensure appropriate information, records and data are monitored and maintained
- Attend and report on relevant meetings and professional development programs
- Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime
- Watch for signs of emotional or developmental problems in children and bring the problems to the attention of parents
- Perform tasks related to service

Educator in a Child Care (Part Time) May 2018 to September 2019

Duties include:

- Supervise and monitor the safety of children in care
- Organize mealtimes and snacks for children
- Carry out the role and responsibility of the Responsible Person if so, delegated in the Nominated Supervisor's absence
- Help to ensure the health, safety and supervision of children, staff and visitors to the centre
- Maintain confidentiality of information regarding children, their families and co-workers to the centre
- Work as a co-operative team member and be flexible in the rotation of centre shifts.
- Communicate with customers regarding the center's operations.
- In conjunction with the Nominated Supervisor consult with parents/guardians about the developmental/educational needs of the children and their family's individual needs
- To assist with and maintain the day to day operation of the centre
- Assist with the professional support, input and resources for other team members
- Conduct self in an ethical and professional manner at all times
- Administer first aid and medication
- Conduct group time experiences e.g. Language/Music
- Recommend equipment for children's developmental needs.

Suppoer worker (Casual) Dec 2019 to Jan 2021

Duties include:

On a day to day basis - Helping with meal preparation, feeding and taking medication, getting dressed ,household chores, Going shopping, making appointment with doctors and visiting Doctors, meeting friends. Fitness and domestic task,

EDUCATION AND FURTHER TRAINING

Provide First Aid	Australian Training institute (NSW)	Mar 21
Provide first aid management of Anaphylaxis	Australian Training institute (NSW)	Mar 21
Participate in Safe Food Handling Practices (SITXFSA201)	Australian Academy	2014
Diploma of Early Childhood Education and Care (CHC50113)	Charlton Brown	2018
Hairdressing Certificate III	Australian Hair and Beauty College	2008
Diploma Of Business Management	Uniworld Business College	2007

REFEREES

Nazmun Nahar (Nominated Supervisor)
Rainbow Family Center
P: 0411 442 567 (Email: nazmun80@gmail.com)

Fatema johora (Supervisor)
Creating Link Bankstown
Mob : 0432 656 634