

DIVYA PRABHA OLI

ABOUT ME

I am a results-oriented, hardworking person with a solid commitment to teamwork.

CONTACT

Phone No: 0491612689

Email: divinepath31@gmail.com

Pronouns: She/Her

Address: 14, Railway Pde,
Glenfield, NSW
(willing to relocate near
workplace)

SKILLS

- Operating Manual Handling
- Clear and effective communication.
- Ms Word, Ms Excel

STRENGTH

- Respect for Privacy and Confidentiality
- Highly Reliable and Positive Attitude
- Quick Thinker
- Adaptability and flexibility
- Attention to detail.

Reference

Upon request

AVAILABILITY:

- Any shift on Tuesday, Wednesday, Friday, Saturday, and Sunday.
- 5 pm onwards on Monday and Thursday.

I am Available for any given shift and ready to join immediately

OBJECTIVE

A highly motivated and compassionate individual, deeply committed to giving top-notch care to elderly people, and have completed Certificate III in Individual Support (Ageing and Disability). I have experience working closely with residents and taking care of their needs during the aged care placement. I am looking for a position where I can demonstrate my skills, experience, empathy, and kindness.

RELEVANT TRAININGS and CERTIFICATES:

- First Aid Training, CPR Training
- Certificate III in Individual Support (Ageing and Disability)

COURSE PLACEMENT AND EXPERIENCE

THOMPSON HEALTH CARE, 134 BEECROFT RD, BEECROFT, NSW

Assistant In Nursing Placement-

Apr 2024

- Respectfully provided comprehensive personal care and assistance to elderly individuals, encompassing tasks such as grooming, bathing, dressing, feeding, and attending to their personal needs.
- Assisted with mobility and transfer using manual handling equipment and hoists for proper lifting and transfer by ensuring the safety of residents.
- Monitored and recorded the condition of the residents and informed the care team of any changes.
- Provided emotional support and companionship to residents to promote their well-being.
- Assisted with light housekeeping duties like arranging the wardrobe, folding laundry, and assisting with waste management and general cleaning.

WORK EXPERIENCE

MEDIQA PTY. LTD. INGLEBURN, NSW

Bottling Line Staff

Nov 2023 - Mar 2024

- Fast-paced Packaging, labeling the packages.
- Ensuring and maintaining office cleanliness and organization.
- Always showed eagerness for late/additional hours.

BRT INFRAMATIC PVT. LTD, NEPAL

Administration Assistant

Jul 2022- Feb 2023

- Welcomed, assisted customers, and addressed customer inquiries.
- Monitored stock levels, ordered supplies, and reported to management.
- Conducted data entry using MS Word and MS Excel.
- Sending bills and invoices to clients

EDUCATION

Current Enrolment: Master of Professional Accounting (MPA), Charles Darwin University.

Highest Education: Master of Business Administration (MBA), Deans Awardee