

# 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**

### **MEDIQAQ 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