

Manpreet Kaur Sanduhu

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**Summary:**

I am a caring, compassionate and responsible individual with a strong commitment to providing high quality care for residents with complex medical issues and disabilities. I strive to ensure that each resident is treated with dignity, respect whilst providing high level of care. I am proficient with managing, organising and prioritising my workload.

**My personal attributes:**

- Honest
- Punctual
- Reliable
- Dedicated and hard working
- Excellent customer service skills
- Supportive
- Courteous
- Team Player
- Work independently without supervision
- Fast learner
- Excellent communication skills.

**Education:**

**TAFE**

2023 Allied Health Certificate III (Physiotherapy)

**YWCANSW**

2013 Certificate IV in Aged Care

**Quality Care Training Services**

2010 Certificate III in Aged Care

## **Training:**

2014 Creating Enriched Environments of Dementia Care

2011 Control of Allergens (Australian Food Microbiology)

## **Work Experience:**

### **2022- current Coles Supermarket**

#### **Customer Service**

- Provide positive customer experience
- Working/supervising cash registers
- Assist with customer complaints/questions when required
- Packing products
- Process return transactions
- Cash handling
- Restocking shelves

### **2020-2021 Mehmaan Indian Cuisine**

#### **Restaurant Manager**

- Food and beverage preparing
- Strong communication skills with customers
- Able to problem solve
- Making sure all orders were completed in timely manner
- Maintain high quality infection control

### **2012-2016 Opal windward Manor.**

#### **Assistant in Nursing**

- Completed tasks that were delegated by Registered Nurse
- Provide personal care to residents
- Worked in a team environment to provide high quality of care to residents
- Report to management when required
- Move equipment or transfer residents within the facility
- Followed WHS policy and procedures
- Participate in regular training and in-service sessions.
- Liaise with resident's families/carers
- Document in resident's medical file.

### **2010-2012 Cordina Chicken Farms**

#### **Factory Process Worker**

- Follow/inspect correct procedure in quality control when packing

- Responsible for maintaining a straight product flow along the production line
- Adhere to all safety policies and procedures
- Maintain correct posture for long period of time
- Prepare all products for packaging for shipment in timely manner