



# Ajeeta Neupane

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## EDUCATION

**Diploma Of Community Service | Health And Wellness**  
**Sydney International School, Town Hall Sydney**

## PROFESSIONAL SUMMARY

Skilled Care Provider assisting elderly, convalescents, or persons with disabilities with daily living activities in-home or within care facility. Keep house by making beds, doing laundry, washing dishes and preparing meals. Advise families and healthcare team regarding health concerns, nutrition, cleanliness and household activities.

## SKILLS

- Vital Signs Management
- Client Relationship Management
- Patient Toileting
- Medical Records Management
- Personal Hygiene
- Nail Care

## WORK HISTORY

### PERSONAL CARE WORKER

11/2022 to CURRENT

**Catholic Healthcare (George Mockler House) | 99 Elimatta Road Mona Vale**

- Planned, prepared and served meals and snacks according to prescribed diets.
- Assisted with daily living activities, running errands and household chores.
- Remained alert to problems or health issues of clients and competently responded.
- Documented residents' mental status, sleep and eating patterns in medical record books.
- Recorded temperature, blood pressure, pulse, or respiration rate as directed by medical or nursing staff.
- Built strong relationships with clients to deliver emotional support and companionship.
- Changed dressings, bandages and binders to maintain proper healing and sanitary measures.

### STORE ASSISTANT

04/2022 to 02/2023

**ALDI | Mona Vale**

- Approached each problem with fresh mind and analytical strategies to quickly resolve concerns.
- Volunteered for extra shifts during holidays and other busy periods to alleviate staffing shortages.
- Opened, shelved and merchandised new products in visually appealing and organized displays for optimal sales promotions.
- Maintained up-to-date knowledge of store sales, payment policies and security standards.
- Greeted customers, helped locate merchandise and suggested suitable options.

### CARER

05/2021 to 01/2022

**RSB Health Home | Pokhara Nepal**

- Maintained frequent supervision of residents unable to call for assistance.
- Planned healthy meals, purchased ingredients and cooked meals to provide adequate nutrition for client wellbeing.
- Turned and positioned bedbound patients to prevent bedsores and maintain comfort levels.
- Assisted patients with self-administered medications.
- Supported clients with mental support and physical activities to accomplish quality of life and sustain needs.