

## **SRIJANA GHALE**

55/57 Albert road  
Strathfield , NSW 2135  
0466387335  
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### **PROFESSIONAL SUMMARY**

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- Energetic and passionate University student eager to brighten up any business with a bright smile and bubbly personality.
  - Very active and have eye for detail.
  - Flexible with working hours (long and short hours); shifts (morning, afternoon and night shift)
  - Ready to travel distance.
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Excellent organisation, communication, and relationship-building skills. I am a fast learner and very reliable. I have experience in fast-paced environments and am very skilled in multi-tasking and prioritising. I believe I would be a positive asset to work place and will always give my 100% best effort as an employee.

### **HIGHLIGHTS/SKILLS**

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Friendly and kind personality	Experience in Record management and Patient Care. Well educated in computer skills
Great customer service skills	
Experience in meal preparation	Very organised
Hard worker	Quick learner

### **Experience**

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<u>Assistant In Nursing</u>  Yellow mountain disability and ageing support  & Meadow bank grove care community	<ul style="list-style-type: none"><li>• Assisted clients with all manner of personal hygiene, including shower, tub or bed bathing, oral care, and hair, nails, and skin.</li><li>• Ensured clients could use toilet facilities without assistance or helped when necessary.</li><li>• Prepared daily meals and snacks, both healthy and easy to reheat, as necessary</li><li>• Updated documentation and report detailing resident activities, care action and <u>facilities determinations.</u></li><li>• <u>Entertaining residents by reading stories, hosting games night.</u></li><li>• Accompanied patients to medical appointments.</li></ul>

### **Education**

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Certificate III in Individual Support and disability

Cube Institute

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2 September - 2022 (Completed)

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Bachelor in community service Stotts college May 2022- (Ongoing)
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## AVAILABILITY

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- Available for any shift (Morning, Afternoon, Evening and Night shift)
  - Available on Weekends, Public Holidays.
  - Available to work long hours and short hours.
  - Available to work in any location.
  - Flexible with any task and department.
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## REFERENCE

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Available on request