



# Karamjeet Kaur

Blacktown , NSW 2148 0451107612 karamkaur375@gmail.com



## EDUCATION

Diploma Of Nursing | Nursing

Queensford College , Parramatta, NSW

Certificate III

05/2023

Australian Community And Management College, Gosford, NSW

Bachelor Of Arts

06/2022

Punjabi University , Patiala, India

Diploma Of Education

07/2017

Surya College of Education , India

## PROFESSIONAL SUMMARY

Dedicated Personal Care Assistant with a proven track record at Andrew, excelling in compassionate caregiving and meal preparation. I am very patient, reliable, hardworking, teamplayer and an honest person. I am looking role in age care facility where i can use my passion and skills to make a difference in other people's lives. My great assest is ability to work patiently with people and care for them. I have experience working with a team, perform multitasks and i am able to handle work pressure.

## SKILLS

- Grooming assistance
- Emotional Support
- Personal Hygiene Assistance
- Housekeeping tasks
- Compassionate Caregiving
- Light Housekeeping
- Meal Preparation

## WORK HISTORY

### PERSONAL CARE ASSISTANT

08/2023 to CURRENT

Andrew | North Kellyville

- Assisted with transferring and positioning clients, ensuring proper body mechanics to reduce the risk of injury for both parties.
- Built strong relationships with clients to deliver emotional support and companionship.
- Engaged patients in meaningful conversation, socialization, and activity while providing personal care assistance.
- Improved client comfort by providing exceptional personal care and maintaining a clean, safe environment.
- Planned, prepared, and served meals and snacks according to prescribed diets.
- Assisted with dressing guidance, grooming, meal preparation, and medication reminders.
- Adapted quickly to new client situations, building rapport through active listening skills and an empathetic approach towards individual needs.
- Recognized and reported abnormalities or changes in patients' health status to case manager.
- Maintained clean personal areas and prepared healthy meals to support client nutritional needs.
- Managed household chores efficiently, enabling clients to enjoy a clean living space without added stress or physical strain.
- Remained alert to problems or health issues of clients and competently responded.

### VOLUNTEER

07/2023 to CURRENT

Andrew | North Kellyville

- Assisted with special events and programs.
- Maintained clean, neat, and operational facilities to serve program needs.
- Supported engaging, fun, and smooth-running events by helping with organization and planning.