

Janki Patel

I am a highly motivated and determined individual that prides herself in providing dedicated and excellent service. I desire the opportunity to work within a team environment and believe my interpersonal skills and experiences would make me a valuable team member for your business.

Gosford, Australia, 2250
0469368628
janp2241995@gmail.com

Employment history

LINE LEADER *Jun 2024 – Jan 2025*
Delta Laboratories at Somersby

- Led production line, boosting output by 12%, enhancing team efficiency and reducing downtime.
- Managed team of 15, ensuring safety compliance and fostering a collaborative work environment.
- Streamlined processes, achieving a 9% reduction in waste, contributing to sustainability goals.
- Led production teams to achieve daily targets, resulting in a 15% increase in overall efficiency and enhanced product quality.
- Fostered a collaborative work environment, encouraging team input which improved morale and boosted productivity.
- Maintained strict quality control measures, ensuring compliance with safety standards and reducing product defects.
- Analyzed production metrics to identify bottlenecks, leading to targeted interventions that improved output consistency.

Assistant in Nurse *Dec 2024 – Apr 2025*
My Guardian Residential Aged Care at Epping

- Customer service for medicines delivery as per prescription.
- Bed preparation & ward good housekeeping.

Skills

- Collaborating with team members of diverse backgrounds and experiences
- Exceptional customer service
- Willingness to adapt to maximize efficiency.
- Managing time effectively to meet proposed deadlines.
- Ability to understand and follow instructions set by supervisors and team leaders.
- Analytical thinking and problem-solving skills
- Willingness to progress work skills
- Efficient in MS Office suite of products
- Extremely high written and verbal communication skills
- Relationship development and problem-resolution skills

- Assisted with daily living activities, including meal preparation, medication management, and hygiene.
- Implemented behavior support plans and strategies to promote independence and skill development.
- Advocated for clients' rights and needs in various settings, ensuring their voices were heard.
- Maintained accurate records of client progress and support provided, adhering to confidentiality guidelines.
- Patient attendance for feeding, oral hygiene, showering, sponging, toileting, manual handling, documentation (bowel charts & progress note), etc.

Education

Certificate III in Individual Support

Australian Educare College

PLACEMENT

OUR LADY MERCY PLACE AGED CARE at HARRIS PARK

Courses

Working With Vulnerable People's Registration

Employment

First Aid with CPR Certificate

Certificate in preventing Dementia

References

Available on request