

KUSUM SANGRAULA

Auburn, NSW 2144

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Compassionate and dedicated Assistant in Nursing seeking full-time employment in aged care. I am committed to delivering person-centred care that upholds residents' dignity, encourages their independence, and fosters a safe and supportive environment. I possess strong communication skills, reliability, and an empathetic approach. I am available 24/7 to effectively support both the care team and clients.

CURRENT ROLE**Home Care Assistant — Auburn, NSW**

November 2024 - Part time

- Provide personalised care and support to a female client in her home.
- Assist with daily living activities including personal hygiene, meal preparation, and medication reminders.
- Accompany client for shopping trips and errands, ensuring safety and comfort during outings.
- Manage grocery lists and help with selecting and purchasing groceries to meet client's dietary needs.
- Offer companionship and emotional support to promote wellbeing.

Customer Service Assistant

Guzman y Gomez (GYG), Sydney

October 2021 – Present

- Delivered excellent customer service in a fast-paced environment, responding effectively to customer needs and enquiries.
- Developed strong communication and interpersonal skills, working collaboratively within a team.
- Managed multiple tasks simultaneously, demonstrating reliability and adaptability under pressure.

Work Placement – Aged Care

Constitution Hill Aged Care, 3 Centenary Ave, Northmead NSW

- Supported elderly residents with daily living tasks such as bathing, dressing, toileting, and feeding under supervision.
- Assisted with mobility using manual handling equipment, ensuring safety and dignity of residents.
- Assisting clients with showering, toileting, transferring (using lifters/hoists), feeding
- Maintaining client privacy and confidentiality
- Gained hands-on experience in providing person-centred care in a residential aged care setting.
- Adhered to infection control practices, maintaining a clean and safe environment.

TRAINING & CERTIFICATES

- Certificate III in Individual Support (Ageing) – Capital Careers
 - First Aid Certificate – Capital Careers
 - CPR Training
 - Manual Handling Training
 - PPE and Hand Hygiene
 - Police Certificate
 - Flu Vaccination
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SKILLS

- Strong communication and interpersonal skills
 - Proficient in Microsoft Office (Word, PowerPoint)
 - Flexible, punctual, hardworking, and team-oriented
 - Excellent organisational and time management skills
 - Adaptable and quick learner
 - Problem-solving abilities
 - Reliable and responsible work ethic
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EDUCATION

- Certificate III in Individual Support (Ageing) - Capital Careers
 - Higher Secondary Certificate - Kasturi Higher Secondary School, Nepal
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PERSONAL ATTRIBUTES

- Punctual, Honest, Hardworking
 - Disciplined and adaptable to changing environments
 - Self-motivated with a strong desire to learn and grow
 - Able to work flexible hours, including overnight and weekends
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REFERENCES

Available upon request