

# KARUNA GHAI

## CONTACT

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Castle Hill NSW 2154

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## EDUCATION

**CERTIFICATE 3 IN INDIVIDUAL  
SUPPORT • MARCH 2024**

IHNA, Sydney

**MASTERS IN TECHNOLOGY  
JUNE 2015**

DCRUST University, India

## KEY SKILLS

- Infection Control and Aseptic procedures
- Client Transportation
- Mobility Assistance
- Relationship Building
- First Aid Certification
- CPR Certification
- Personal Hygiene Assistance
- Communication and Interpersonal Skills
- Good Hospitality
- Hardworking, Responsible, Reliable and Trustworthy
- Quick Learner
- Companionship and emotional Support
- Computer Skills
- Good work ethics

## SUMMARY

An energetic, enthusiastic support worker, self-motivated and passionate about delivering the best level of support and care to elderly, disabled clients, or residents. I have completed my **Certificate III in Individual Support Ageing and Disability** and received mandatory training in First Aid, CPR and Infection Control. During my placement, I have learned various skills and gained experience working with residents with high care needs, low care needs, disability and dementia unit. I can work efficiently and remain calm under pressure and in situation of stress in a busy day. My objective is to work in an organization where I can apply my knowledge and skills.

## EXPERIENCE

ASSISTANT IN NURSING (PLACEMENT/TRAINING)

SUMMITCARE, CANLEY VALE

- Provided ongoing compassionate patient care for each client.
- Encouraged residents to participate in activities of daily living to enhance personal dignity.
- Followed safe lifting and transferring techniques to transport residents.
- Improved patient outlook and daily living through compassionate care.
- Aided with mobility and independence for disabled individuals and continually monitored safety.
- Assisted clients with meals.

ADMINISTRATIVE ASSISTANT • AUG 2023 – FEB 2024

AR CONSULTING GROUP PTY LTD, CASTLE HILL NSW

- Developed comprehensive reports for management by collecting data from various sources, analyzing trends, and presenting actionable insights.
- Created and maintained databases to track and record customer data.
- Coordinated and scheduled meetings and conference calls to optimize scheduling of senior staff.
- Managed phone and email correspondence and handled incoming and outgoing mail.
- Maintained up-to-date knowledge of industry best practices and office software updates to maximize efficiency in administrative tasks.