

# Khan Foysal - Resume

45B Sunstone Way  
Leppington, NSW 2179.

**Email:** [ksfoysal@yahoo.com](mailto:ksfoysal@yahoo.com)

**Mobile:** 0458 910 802

---

## Objective

I am seeking employment in an area that would enhance my skills, attributes and get an opportunity to apply my skills. I possess good common sense and a strong work ethic as well as a desire to accomplish my tasks with accuracy and efficiency. My objective is to create an exciting career path that reflects my abilities, skills and experiences and provides a challenging environment that utilises these assets. I work well in a team environment in an un-supervised capacity. As my real strengths are in my skills.

---

## Certificates & Courses

- Training "Provide First Aid"- TAFE NSW
- Training "Pressure injury prevention: Risk Assessment and Risk management".
- Training "Elder Abuse & Compulsory Reporting Training".
- Training "Promoting Acceptable Behaviour in the workplace".
- Infection Prevention and Control Course
- Outbreak Prevention Course
- Work Health & Safety Training
- Workshop in Textured Diet and Thickened Fluid Standards
- Outbreak Identification Course

---

## Professional Development

### Communication skills

- Well-developed written and verbal communication skills
- Identify and assess clients' needs to achieve satisfaction
- Build sustainable relationships of trust through open and interactive communication

### Teamwork

- Able to operate effectively and efficiently in a team
- Level-headed, calm and directive, a natural Indigenous leader
- Consistently complete all tasks within set time frames

### Analytical and Problem-solving skills

- Problem analysis, use of judgement and ability to solve problems efficiently
- Advanced understanding in Microsoft Word, Excel and Outlook
- Ability to dissect information and break down into process to ensure smooth operation

---

## Employment History

## **Allied Health Assistant (Occupational Therapy)**

**May 2024 – Continue**

Fairfield Hospital (NSW Health), Fairfield

### **Job Description:**

- Utilise strategies to maximise a patients/client's functional independence through therapy in a variety of settings.
- Maintain strict confidentiality in relation to patient/client matters.
- Document the client's attendance in therapy and objective statements about the patient presentation, without making interpretation and provide written and/or verbal feedback to therapist about outcome of interventions.
- Ability to understand and establish effective relationships with clients and colleagues adhering to organisational code of conduct.
- Maintain and assist with ordering and/or purchasing of supplies and materials including stationary, stock and non-stock items.
- Therapy equipment maintenance including safety checks.
- Provide supervision and mentorship of Allied Health Assistant Students completing clinical placements as part of training qualifications in collaboration with allied health professionals.

## **Assistant in Nursing**

**April 2022 – May 2024**

Garrawarra Care Centre (NSW Health), Waterfall

### **Job Description:**

- I help residents with their care, including bathing, dressing, and feeding
- I do assist residents with performing their rehabilitation and mobility exercises observed patients' conditions, report any changes, and applied primary wound care
- I record and maintain accurate residents details.
- I respond to all physical and emotional needs of the residents.
- I offer emotional support, companionship and conversation.
- I observe residents conditions, measure and record food and liquid intake and output and vital signs, and report the changes to professional staff.
- I provide resident with help walking, exercising, and moving in and out of bed.
- I encourage and allow residents to express individuality by keeping them involved in decisions about their clothing, hair, and other personal care.
- I maintain residents dignity and privacy when assisting with bathing and dressing
- I escort residents to the communal dining area and distributed meal trays, tracking caloric intake and verifying that residents ate a full, nutritious meal
- I help prevent bedsores in bedridden residents by repositioning and turning them on a regular basis.
- I assist RNs in monitoring the health of residents by accurately measuring and recording vital signs.

## **Catering Assistant**

**Sep 2019 – May 2022**

St. Patrick's Green Aged Care, Kogarah

**Job Description:**

- Basic food preparation, plating up and serving food to elderly residents
- Delivery of prepared foods to designated areas as per instructions in an efficient manner
- Serve and collect all patient food requirements and meal trays.
- The receipt and checking of all food and beverage products delivered by suppliers
- Maintaining a high level of food handling and Work Health and Safety practices
- Maintain a high standard of cleanliness in the cleaning of all kitchens (including floors & benches), kitchen equipment, bars, glassware, crockery and cutlery.

**Administration Trainee**

**Oct 2018 – Feb 2019**

Townsville City Council – Infrastructure Planning, Asset & Fleet

**Job Description:**

- Answering and directing phone calls to relevant staff
- Provide exceptional customer service and manage customer expectations
- Asset & Fleet Data Entry
- Distribution and collection of keys to Council Buildings and filling out the Key Issue Records
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Meeting Minutes
- Sort and distribute mail to appropriate departments
- Lodging access request forms

---

**Referee**

**Megan Holt**

Head of Department (OT)  
Fairfield Hospital  
M: 0439309002  
Email: megan.holt1@health.nsw.gov.au

**Sue Brackenreg**

Assistant In Nursing  
Garrawarra Care Centre  
M: 0411515749  
Email:suebrackenreg@hotmail.com