

Mrs. Laxmi Khadka Shrestha

35 Lopper st., Austral, 2179 NSW

0426203603 lux_lovely012@yahoo.com

Career Objective:

I am a hard working woman with proven leadership and organisational skills. I am seeking to apply my abilities where I can work as a dedicated team player, who can be relied upon to help your company achieve it's goals with my more than eight years of work experiences in the related field.

Education, Training and other qualification:

Certificate III in aged care (AIN), Senior first aid certificate:

Care Training and Consultancy Wynyard, Australia 2013

Bachelor in Business Study :

Mahendra Adarsha Vidyashram Satdobato, lalitpur, Nepal Major-Account & Finance 2008-2011

Advance Diploma in Accounting Mahendra Adarsha Vidyashram Satdobato, lalitpur 2007-2008

Higher secondary education Mahendragram Higher Secondary School Lalitpur, Nepal. 2006

Career history:

Assistant in nursing:

Sandhill Aged Care Services

25 Waveny st., South Launceston 7249 TAS 2018-2022

Assistant in nursing:

Baptist care centre Warena garden

15 bangaroo st, bangor 2234 NSW 2013-2016

Accountant:

Alico finance Pty ltd Kathmandu Nepal 2010-2013

Teacher:

Florence Nightingale Secondary School, Lalitpur, Nepal 2008-2010

Key skills and competencies:

Strong communication skill with visitors, nurses and doctors.

Excellent reporting behaviour to nurses and supervisors in regular basis.

General knowledge of medical terminology and infection control.

Ability to build rapport with residents, family and colleagues.

Proper personal care by providing feeding, personal hygiene, grooming, medical supervision etc.

Create ideas to keep the residents happy at all the time.

Excellent time managing skills to serve all the necessary service to the residents on time.

Ability to learn quickly and implement new skills and adapt to any situations with ease.

Computer skills of word, excel and journal entries and many more for all types of paper work on computer.

Language skills:

Fluent In English, Nepali and Hindi

References:

Sangita Rai

0424473802

RN Incharge

Sandhill Aged Care services Calvary

Tania Ackroyd

0475908145

Enroll Nurse

Sandhill Aged Care services Calvary

Jaspreet Gill

0433057622

Enroll Nurse

Sandhill Aged Care services Calvary

Neetu Acharya

0402518045

RN