

MANITA GATRAJ

manitagatraj955@gmail.com | 0414066231 | harris park, NSW 2150

EDUCATION

Excelsia College - 69-71 Waterloo Road Macquarie Park / Expected in 05.2026

Bachelor of Early Childhood : Early Childhood Education

PROFESSIONAL SUMMARY

Empathetic Care Worker with sensitive and compassionate approach to cultivating trusting, stimulating and varied lifestyle for residents. Offers enhanced care with flexible learning approach for patients. Experience in hospital and in-home settings providing guidance and encouragement to patients through physical and emotional support.

SKILLS

- Patient Care
- Medical record-keeping
- Direct Patient Care
- COVID-19 Safety Policies
- First aid and safety
- Dementia Care

PROFESSIONAL EXPERIENCE

Early Childcare Assistant Training / Toongabbie Child Care Centre - Toongabbie, NSW / 06.2024 - 07.2024

- Improved student attendance rates by creating an inviting atmosphere that encouraged regular school participation.
- Provided one-on-one support to children with special needs or developmental delays.
- Communicated regularly with parents regarding their child's progress, achievements, and areas for growth.
- Assisted in conducting regular assessments of each child's developmental progress toward academic milestones.
- Supported early literacy skills through storytelling, reading books, and teaching letter recognition.

Caregiver / ORGANISATION - St Ives, NSW / 10.2022 - Current

- Assisted clients with activities of daily living, promoting independence and quality of life.
- Cleaned house, ran errands, managed laundry, and completed weekly grocery shopping.
- Assisted with dressing guidance, grooming, meal preparation, and medication reminders.
- Assisted patients with self-administered medications.

Caregiver / Age Care Bays Water Garden - Abbotsford, NSW / 06.2022 - 07.2022

- Replaced bandages, dressings, and binders to care for wounds and encourage healing.

- Assisted patients with bathing, grooming, dressing, and oral hygiene care both in private residences and facilities.
- Cooked meals and assisted patients with eating tasks to support healthy nutrition.
- Monitored clients' overall health and well-being and noted significant changes.
- Recognized and reported abnormalities or changes in patients' health status to case manager.

DANCING, SINGING

In my Country i used to teach dance to the kindergartens or pre school children and also i used to teach Zumba in different Fitness centre. This was not a part of my job but it was my hobby since my childhood i love to dance and sing.

CERTIFICATIONS

- certificate III ageing and disability
- first aid
- children check