

Marzieh Poulad

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Permanent Resident of Australia

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Skills & Experiences

- Excellent organization skills with the ability to prioritize, meet deadlines, work well under pressure
- Expertise in working with various software and systems such as HIS system, Riskman, Akuna, Coee, Leecare
- Proven ability to work independently and as a team member
- Extensive experience in a health care setting
- Effective communication, interpersonal and customer service skills
- Proficient in using Excel, Word, and PowerPoint. (ICDL Core Certificate (Serial Number: IR-019823, Nov 2007) and data entry, data analysis and report writing

Professional Experience

Assist with Quality Assurance (Volunteer)

Feb 2024- Now

Mt. Wilga Rehabilitation Private Hospital (112-bed hospital), Sydney, NSW

- Assist with some audits and prepare reports
- Assist with prepare documents
- Assist with the management document

Care Service Employee

Oct 2023 – Nov 2023

RSL LifeCare (Bill Newton Gardens), Dubbo, NSW

Key deliverables:

- Provided quality resident care in accordance with current resident care plans
- Assisted residents to maintain independence in activities of daily living
- Maintained all care records and administration in accordance with company policy
- Ensured all clients take their prescribed medications

Overseas Experience:

Ward Clerk

Dec 2015 – Aug 2023

Payambar Azam Hospital (128-bed hospital)

Key deliverables:

- Documented related ward activities and create reports
- Maintained and archived records
- Prepared admission paperwork, answered phones, prepared and typed minutes of committees, data entry, analyzed data, and prepared reports

Library assistant (Volunteer): Helped users access resources, answered library users' queries, checked materials in and out, dealt with counter, phone, and email inquiries.

Education & Professional Development

- **Health Services Assistant Certificate III** (TAFE NSW)
- **Provide cardiopulmonary resuscitation** (April 2024, Sydney East Community College)
- **Provide basic emergency life support** (April 2024, Sydney East Community College)
- **Provide first aid** (April 2024, Sydney East Community College)

Referee

- Available upon request
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