

NILESHNI PRASAD (MRS)

88 Stuart Road, Dharruk, NSW 2770 | Home 02 98646362 Mobile
0449511975 | snparsad@optusnet.com.au

Language

English and Hindi

Driver's licence

Class C and own vehicle

EXPERIENCE

March 2017 – Assistant Nurse, St. Elizabeth Nursing Home
March 2022

April 2005 – Assistant Nurse, St. Joachim's Nursing Home
April 2010

Duties

- . *Showering and Toileting Residents*
- . *Feeding Residents*
- . *Assisting in Kitchen*
- . *Helping in Laundry*
- . *Cleaning*
- . *Oral Care for Residents*
- . *Dressing Residents*
- . *Making Residents Bed*
- . *ACFI Entry*

1996 - 2001 Data Entry Clerk, Niranjans Autoport Limited

Duties

- . *Payroll Entry and Report*
- . *Data Entry*
- . *Spreadsheet Lotus 1-2-3*
- . *Clerical*
- . *Switchboard*
- . *Filling*
- . *Confidential Record Keeping*

EDUCATION

2007	Certificate IV in Aged Care and Community Services, <i>Australian Institute of Workplace Learning</i>
2004	Certificate II in Aged Care, <i>Australian Nursing and Training Service Agency</i>
1994	Certificate in Spreadsheet 1-2-3, Word processing, Data Base, <i>Computer Studies Center</i>
1993	Fiji School Leaving Certificate (Equivalent to Australian Year 12), <i>Pt. Vishnu Deo Memorial High School</i>
1990	Fiji Junior Certificate, <i>Pt. Vishnu Deo Memorial High School</i>
1989	Certificate of Credit, <i>Australian Mathematics Competition</i>

SKILLS

- Able to use various computer programs
- Broad experience in office clerical procedures
- Demonstrate ability to communicate with and relate to people
- Excellent interpersonal skills
- Ability to maintain confidentiality
- Ability to work in a demanding situation
- Ability to operate as an effective team member

ORGANISTIONAL AND ADMINISTRATIVE SKILLS

- Ability to maintain records and filling system
- Able to understand, interpret guidelines and policies
- Interact confidently with all level of staff
- Willing to take responsibilities
- Ability to priorities work loads

ATTITUDE AND ATTRIBUTES

- Keep and enthusiastic
- Commitment to team work
- Motivated and hardworking
- Responsible and committed

- Ability to adapt
- Attention to details
- Demonstrate competence
- A bright open personality
- Very keen to work with aged, sick and disabled people and to work in multicultural environment
- I am willing to learn and train and obtain higher education in health industry

HOBBIES AND LEISURE ACTIVITIES

- Reading
- Swimming
- Watching movies
- Cooking
- Sewing
- Travelling and sight-seeing
- Caring for frail, aged and people with disabilities

REFEREES

Kristine Galvez

Registered Nurse

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