



# NIRMALJEET KAUR

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## Summary

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Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience. Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

## Skills

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- Cultural Sensitivity
- Personal Hygiene Assistance
- Dementia Care
- Emotional Support
- Meal Preparation
- Behavioral Management
- ADL Support
- Feeding Assistance
- Information Protection
- Patient Observation
- Emergency Response
- Customer Service
- Medication administration

## Experience

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Glenville lodge | Glenroy , Vic  
**PCA**  
02/2023 - 06/2025

- Performed light housekeeping duties such as changing bed linens, doing laundry, washing dishes and vacuuming carpets.
- Provided emotional support and companionship to elderly clients experiencing loneliness or depression.
- Gave reminders about hygiene practices like brushing teeth or combing hair.
- Provided personal care assistance to elderly and disabled individuals in their homes, including bathing, dressing, grooming, transferring, toileting and feeding.
- Maintained accurate records of client care services provided on a daily basis.
- Performed minor housekeeping tasks to keep patient areas clean and sanitized.
- Supported healthy patient skin with bedside baths, wound care and integrity checks.
- Kept instruments and equipment clean and sanitized.
- Assisted with medication administration.

Big boss pizza | Baccush Marsh, Vic  
**Pizza Maker**  
12/2022 - 02/2023

- Handled customer orders in a timely manner, ensuring accuracy of order.
- Cleaned and sanitized kitchen surfaces and equipment.
- Operated the pizza oven, ensuring pizzas were cooked to order.
- Stocked shelves with necessary ingredients for making pizzas.
- Complied with safety and sanitation guidelines to maintain health and well-being of customers and other staff.

- Used pizza cutter to slice whole pizzas according to customer size specifications.
- Monitored quality of all products served to customers.
- Cut vegetables and rolled out dough to prepare raw materials for cooking.
- Communicated with customer to provide menu offering details and assist with decision-making.
- Ensured compliance with health and safety regulations in the kitchen area.
- Stocked freezers and refrigerators to maintain adequate supply of ingredients and products.
- Organized storage areas for unused ingredients or supplies.
- Rotated stock items so that oldest product was used first.
- Inspected workstations for cleanliness before beginning shift.
- Performed daily maintenance tasks on kitchen equipment such as cleaning fryers or grills.
- Assisted in loading and unloading food items from delivery trucks.
- Received deliveries of food items, checking each item against invoices for accuracy.
- Prepared multiple orders at once for speedy service.
- Maintained clean and orderly appearance throughout kitchen and dining area.
- Set up work stations prior to opening to minimize prep time.

## Education and Training

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Holmes College | 185 Spring Street Victoria, Melbourne 3000

**Master** in Information Technology

11/2024

IHNA | Southern Cross , Victoria Melbourne 3000

**Certificate 3** in Aging And Disability

10/2023

## Languages

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**Punjabi:** First Language

**Hindi:**

C2

**English:**

C1

Proficient (C2)

Advanced (C1)

## Certifications

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- Certificate 3 in individual support
- Ndis clearance
- First aid
- CPR
- Working with children check
- Experienced with medication administration
- Fully vaccinated
- Had flu shot

## References

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References available upon request.