
POOJA SAINI

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PROFESSIONAL SUMMARY

Skilled Care Provider assisting elderly, convalescents, or persons with disabilities with daily living activities in-home or within care facility. Keep house by making beds, doing laundry, washing dishes and preparing meals. Advise families and healthcare team regarding health concerns, nutrition, cleanliness and household activities.

Responsible Food Preparation team member offering proven skills in maintaining clean facilities and promoting customer satisfaction through exceptional service. Compassionate care worker possesses gentle touch and caring attitude centered on treating people with dignity and respect. Collaborative team player with strong clinical and interpersonal skills.

SKILLS

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| • State regulations knowledge | • Community integration |
| • Progress documentation | • First aid and safety |
| • Patient care | • Care plan assessment |
| • Process improvement | • Operational improvement |
| • Team management | • Supervision |

WORK HISTORY

Sewing Machine Operator, 04/2021 - Current

Easy Signs – Smeaton Grange NSW

- Followed sewing instructions and inspected quality of finished pieces to exceed customer expectations.
- Operated sewing machines to join, reinforce or decorate products and performed hand stitching for smaller projects.
- Supported performance targets by maintaining clean and neat work areas.
- Prevented materials waste by completing accurate measurements and precise cuts.
- Conducted routine sewing machine maintenance, lubrication, belt changes, and lint removal.

Aged Care Worker, 04/2017 - 03/2019

St Sergius Aged Care – Cabramatta NSW AUSTRALIA

- Provided assistance in daily living activities by dressing, grooming, bathing and toileting patients.
- Maintained appropriate filing of personal and professional documentation.
- Recorded vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff.
- Helped clients with hygiene-related tasks such as brushing teeth, bathing, grooming and toileting.
- Documented residents' behavior in terms of mental status, sleeping and eating patterns in medical record books.
- Performed household tasks such as laundry, dusting, washing dishes and vacuuming.
- Planned, prepared and served meals and snacks according to prescribed diets.
- Monitored and maintained cleanliness, sanitation, and organization of assigned station and service areas.
- Assisted with dressing guidance, grooming, meal preparation and medication reminders.
- Built strong relationships with clients to deliver emotional support and companionship.
- Assisted clients with daily living needs to maintain self-esteem and general wellness.
- Assisted with feeding and monitored intake to help patients achieve nutritional objectives.
- Maintained clean personal areas and prepared healthy meals to support client nutritional needs.
- Helped patients effectively manage routine bathing, grooming and other hygiene needs.
- Promoted good oral and personal hygiene by aiding patients with shaving, bathing and teeth brushing.
- Reported unusual or urgent circumstances in patients' condition or environment immediately to nurse supervisor.
- Maximized patient satisfaction by helping individuals carry out personal tasks such as dressing and walking.
- Wiped down equipment with proper cleaning products after each patient transport to reduce instances of infection.
- Transported patients to treatment units and operating rooms by using wheelchairs, stretchers or moveable beds.
- Participated in fun group activities with patients to boost mood, improve overall memory and provide light entertainment.
- Employed mobility devices and [Type](#) equipment to lift patients from chairs to beds, following safety procedures to avoid injuries.

Kitchen Assistant, 01/2013 - 03/2014

CIPRO PIZZA AL TAGLIO – Alexandria, NSW

- Helped chefs prepare and present food to event guests with strong attention to detail and presentation expertise.
- Prepared dishes for catering events or during high-volume shifts.
- Operated standard kitchen equipment with focus on safety and sanitation.
- Prevented food spoilage by monitoring dates, rotating stock and following proper storage procedures.

- Cleaned and sanitized dishes and utensils, consistently keeping adequate supplies on hand for expected customer loads.
- Washed, peeled and cut fruits and vegetables in advance to save time on food preparation.
- Cleaned and organized kitchen stations to promote team efficiency.
- Accepted opportunities to learn new skills, improve performance and cross-train for other positions.
- Inspected equipment such as refrigerators and warming lamps to check compliance with safe operating levels.
- Prepared cooking supplies, ingredients and workstations during opening and closing procedures to maximize efficiency.
- Tasked with removal of garbage and recycling, mopping and sweeping floors and washing walls.

Nursing Assistant, 03/2012 - 11/2012

AMRITDHARA HOSPITAL – Karnal INDIA

- Monitored, tracked and conveyed important patient information to healthcare staff to help optimize treatment planning and care delivery.
- Conferred with multidisciplinary healthcare team to help effectively manage patient conditions with regular testing and vitals assessments.
- Gathered dietary information, assisted with feeding and monitored intake to help patients achieve nutritional objectives and support wellness goals.
- Assisted patients with mobility needs, including moving to and from beds, organizing wheelchairs and preparing assistive devices.
- Helped patients effectively manage routine bathing, grooming and other hygiene needs.
- Provided patients with personal hygiene assistance by giving bedpans, baths, backrubs and assisting with travel to bathroom.
- Promoted good oral and personal hygiene by aiding patients with shaving, bathing and teeth brushing.
- Kept detailed records of nursing assessments, administered treatments and medication, discharge procedures and follow-up care needs.
- Checked patient vitals such as temperature, blood pressure and blood sugar to stay on top of symptoms and keep informed of changes.
- Reported any unusual or urgent circumstances in patients' condition or environment immediately.

EDUCATION

Certificate-3 : Aged Care , 12/2016

Australian Employments And Training Services - Parramatta,NSW

General Nursing Midwifery : Nursing, 02/2012

