

Priya Pradhan

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Professional Profile (Career Objective)

An articulate, smart and humble care supporter with some experience in this field. And i am anticipating to work as a carer and a great team player who passes an ability to work under pressure to meet the deadline and provide deliverable, capable of working under minimum or no supervision.

Education

Diploma in Leadership and Management. (Current)

Certificate III in individual support

Employment History

Administrative Assistant:

Saint Charbel's Care Center, Punchbowl Dec 2021 - April 2022

- Handling Customer complaints and concerns with reasonable solutions.
- Answered inquiries through phone calls, email and face to face interaction.
- Demonstrated ability in serving and assisting customers in a professional and efficient manner.
- Assisted manager with ordering of the products.

Recreational Activity Officer (RAO):

Saint Charbel's Care Center, Punchbowl Dec 2021 - April 2022

- Worked effectively within a team environment and supervised the team members with better work environment.
- Helped residents to enjoy their day by doing various activities and entertaining them.
- Everyday documentation regarding daily activities done with each resident.
- Dealing with the inquiries of families/visitors related to the residents.

Floor staff:

Spiced by Billu's, Wynyard Feb - Current

- Knowledge in maintaining and replenishing stock storewide in Checkouts.
- Handling Customer complaints and returns in an efficient and effective manner.
- Maintained stocks and ensured proper rotation for the displayed products.
- Proper knowledge about loading dock and splitting loads from pallets, opening and closing the store.

Certification and Training:

- First aid
- Hand hygiene and Manual handling
- Certificate III in Individual Support

Experience:

120 hour placement :- Paradise and Paradise Care

Personal Attributes:

- Excellent Interpersonal skills
- Good and Vibrant team player
- Multitasking
- Empathetic and Proactive
- Can work unsupervised.
- Ability to learn and adopt any environment quickly

Reference: Will be provided upon request.