

Punam Basnet

11/102-110 Parramatta Road, Homebush 2140
NSW

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Skills and Talents would enable me to contribute to the growth and success of the company as well as self-optimization in utilizing my potential while helping me to grow professionally.

Key Skills Summary

- Experience in disability support works in Australia and have understanding about NDIS.
- Experience in offering assistance, knowledge, and direction to individuals afflicted with dementia
- Knowledge and experience in manual handling, lifting equipment and Hoist.
- Behavioral support
- Documentation and record keeping
- Daily living assistance
- Team player who can work effectively with people from different backgrounds.
- Person-centered care
- Expertly manage and change colostomy bag, maintaining hygiene and infection.
- Intermediate computer skills including Microsoft word and Excel.
- Knowledge of hospitality and working ethics.

Academic Qualifications

Master of Nursing (University Of Sydney)

2025-2027

Master of International Hotel Management

Blue Mountain International Hotel Management School
(Torrens University)

2022-2024

Certification

- Certificate III in Individual Support
- Completed 120 hours of Placement in Age Care
- HLTAID011 Provide First Aid
- NDIS worker screening check
- Working with children check
- National Police check

Employment History

Disability Support Worker

2022-2024

Responsibilities.

- Assisting participant in personal care involves showering, dressing, eating, taking medicine, etc.
- Helping participant in-home daily activities like preparing meals, dishwashing, laundry, cleaning
- Finance management – support in paying bills and banking.
- Facilitating therapies like swimming and exercise.
- Assisting client for shopping, medical appointments.
- Expertly manage and change colostomy bag, maintaining hygiene and infection.
- Providing emotional and friendship support to help them feel better.

Food and Beverage Attendant Radisson Blue Plaza, Sydney

2023-2024

Responsibilities.

- Opened and closed the buffet breakfast, ensuring timely setup, cleanliness and efficient service to meet guest expectations.
- Interact with customers, take orders for drinks and snacks.
- Plan and present menu
- Mix drinks, cocktails and other bar beverages as ordered and in compliance with restaurants standard drink recipes.
- Prepared and served high quality coffee as a Barista.
- Stays guest focused and nature an excellent guest experience.
- Perform other duties as and when assigned by the manager.
- Prepare inventory or purchase requisition as needed to replenish supplies ➤ Describe menu to customers or suggest products that might appeal to them ➤ Receive and process customer payments.
- Respond to customer queries and complaint

Personal Attributes

- **Communication skills** – Developed through working as a customer professional.
- **Analytical skill** – Ability to make logical and sound judgement at times of difficulty and thorough research and relevant approach to reach the target.
- **Dedicated** – Dedicated to responsibilities and understanding the importance of the project assigned to me. Capable of allocating resources and time management skill to accomplish obligations on due time.

References

Shreya Khadka (RN)

Brian King Gardens

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Rekha Karki (RN)

Mission Australia (Annie Green Court)

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