

RECHEL GURUNG

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Experience

ASSISTANT IN NURSING (CASUAL) | 05/2024 - Current

Summit Care - Liverpool, Australia

- Assistance with Activities of Daily Living, assisting with mobility, including using mobility aids and transferring the person safely
- Documenting care provided and maintaining accurate records
- Maintain open communication with the Care Manager regarding any changes in client care needs

HOME CARE WORKER (CASUAL) | 02/2024 - Current

Liverwell Homecare Services - Bonnyrigg Heights, Australia

- Provide personalised care provision in accordance with elderly residents individualised assessed care needs
- Assisting with mobility, including using mobility aids and transferring the person safely
- Documenting care provided and maintaining accurate records
- Maintain open communication with Care Manager regarding any changes in client care needs
- Participate in training sessions and workshops to enhance caregiving skills and knowledge

WAITRESS/KITCHEN HAND (CASUAL) | 12/2022 - 12/2024

Vietnamese Kitchen - Canley Heights, Australia

- Provide excellent customer service to a diverse customer.
- Overcome language barriers by effectively using English and nonverbal communication to interact with Vietnamese-speaking customers and address their needs
- Assist in taking and processing customer orders efficiently during busy service hours.
- Collaborate with the kitchen staff to ensure seamless coordination and timely preparation of food orders
- Maintain a clean and organised dining area.

TEAM MEMBER (CASUAL) | 10/2023 - 02/2024

Toll People - Prestons, Australia

- Work in a fast-paced and changing environment with a team of approximately 200 workers to process orders for Telstra customers
- Proficiently use RF scanning equipment to pick and sort goods in a safe and reliable manner
- Maintain a clean and organized work environment
- Follow safety protocols and adhere to quality standards

PHARMACIST ASSISTANCE (FULL TIME PERMANENT) | 01/2017 - 11/2022

Lamjung District Hospital - Lamjung, Nepal

- Collaborated with licensed pharmacists to provide comprehensive support and assistance in various pharmacy-related tasks
- Accurately dispensed medications and prepared prescriptions.
- Demonstrated communication skills while interacting with patients, and addressing their inquiries.
- Skillfully managed pharmacy inventory, diligently monitoring stock levels, and conducting regular checks to ensure medications' expiry dates were up to date
- Placed timely orders for medications and supplies while ensuring proper storage conditions

- Undertook crucial administrative responsibilities, and processing insurance claims
- Managed pharmacy billing and payment processes efficiently

Education

Institute of Health and Nursing Australia - Australia | Diploma of Nursing

04/2025

Running 3rd sem

Institute of Health And Nursing Australia - Australia | Certificate IV

Aging Support, 01/2023

Pokhara Technical Training And Research Centre - Pokhara, Nepal | Community Medicine Assistant (CMA)

11/2016

Western Health Science Academy - Pokhara, Nepal | Diploma in Pharmacy (PCL Pharmacy)

01/2015

Nursing Clinical placement

- 1st Sem - Aged Care (Summit Care) - 3 weeks
- 2nd Sem - Acute Care (Westmead Private Hospital) - 3 weeks

Key Strengths

- Medication dispensing
- Patient counseling
- Customer service
- Task prioritization
- Care documentation

Certifications

- First Aid Certificate
- CRP certificate
- manual handling
- Hand hygiene and infection control certificate
- N95 fit test certificate