



SKILLS

COMMUNICATION: Average oral and written communication skills and strong public relations skills

LANGUAGE: Average English Language Proficiency

MANAGEMENT: Goal-oriented and competent in team building and multitasking

COGNITIVE: Skill-full in organizing and prioritizing goals, adept at problem solving and working under pressure

TECHNICAL: Proficient in Microsoft Operations

CERTIFICATES & QUALIFICATIONS

LEARNER DRIVER'S LICENCE-
AUGUST, 2029

AUSTRALIAN RED CROSS

PROVIDE CARDIOPULMONARY
RESUSCITATION (HLTAID009)

PROVIDE BASIC EMERGENCY LIFE
SUPPORT (HLTAID010)

PROVIDE FIRST AID (HLTAID011)

CERT REF CODE: 14703138-9311227

NDIS QUALITY AND SAFEGUARDS COMMISSION

New Worker NDIS Induction Module
(ZUCnY6BBR8)

Supporting Safe and Enjoyable Meals
(YQcCaIwxQl)

Supporting Effective Communication
(qkCF4dayIV)

Worker Orientation Module – 'Quality,
Safety and You' (qG9hIEGoFq)

RESPONSIBLE SERVICE OF ALCOHOL
(RSA)

CERT REF CODE: 75810

I'M ALERT FOOD SAFETY TRAINING
COMPLETER

FOOD HANDLER BASICS
CERT REF CODE: ER99RQT3

OBJECTIVE

Enthusiastic and dedicated individual with a strong academic foundation and a passion for serving people. Seeking an entry-level position to gain practical experience, develop professional skills, and contribute positively to your company. Eager to learn and grow while embracing the opportunity to make a meaningful impact.

EDUCATION

P H I L I P P I N E S

INSTITUTION:

LYCEUM OF THE PHILIPPINES UNIVERSITY – MANILA

GRADUATE DEGREE:

BACHELOR OF SCIENCE IN INTERNATIONAL TRAVEL AND TOURISM
MANAGEMENT – MAGNA CUM LAUDE
(JUNE 2015-JUNE 2019)

A U S T R A L I A

INSTITUTION:

KINGSFORD ACADEMY AUSTRALIA – SYDNEY

VET COURSE:

CERTIFICATE IV IN AGEING SUPPORT
(APRIL 2024-EXPECTED THIS MARCH 2025)

WORK EXPERIENCE

A U S T R A L I A

Work Placement – Pembroke Lodge, Minto

NOVEMBER 2024 – JANUARY 2025

- Assisted residents with daily living activities, fostering a supportive and engaging environment.
- Supported dementia care residents through tailored programs and activities to enhance quality of life.
- Collaborated with the lifestyle team in organizing leisure activities, wellness programs, and cultural events.
- Provided compassionate care under supervision, ensuring resident safety and well-being.
- Gained experience in palliative care, nursing support, and allied health services.

JUNIOR SUSHI CHEF

SUSHI ON FIRE – NARELLAN, JAN – SEP 2024

SUSHI HUB – CAMPBELLTOWN SEP 2024 – PRESENT

- Prepared sushi and sashimi dishes under the guidance of the head sushi chef
- Assisted in daily kitchen operations, including prepping ingredients
- Provided excellent customer service, engaging with guests to explain menu items

WORK EXPERIENCE

P H I L I P P I N E S

IMMIGRATION OFFICER I (PERMANENT-PHILIPPINES)

- Conducts Arrival and Departure formalities for both Filipinos and Foreign Nationals
- Answer immigration-related call queries
- Prepare communication and guidelines for the Deputy Chief for Administration

BUREAU OF IMMIGRATION, JUN 2021 – JAN 2024

JOB ORDER (CONTRACTUAL-PHILIPPINES)

- Handled administrative work and or compliance with the office
- Assessment of working and marriage visa application
- Derogatory checking of working and marriage visa applicants
- BUREAU OF IMMIGRATION, JUN 2019 – MAY 2021

CHARACTER REFERENCE

MANISHA PAUDEL (EDUCATOR – REGISTERED NURSE)

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