

RASHMI AWALE

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Summary

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Visa Status/ Availability: Provisional Resident (Anytime Including Weekends)

Professional Skills

- Ability to work successfully with others on collaborative projects and efforts.
- Productive worker with solid work ethic to exert optimal effort in successfully completing tasks.
- Organized and effective communicator with the ability to learn quickly and develop expertise to produce efficient contributions to the organization
- Competency in Microsoft Word, Excel, PowerPoint, and Outlook environment.
- Honest, sincere, hardworking, polite, and dedicated.
- Capable of handling patients.
- Skills for patients' care.
- Working within scope of practice.
- Performs own duty of care.

Experience

Placement at Thompson Health Care, Oran Park NSW 3 Weeks (120 Hours, 04/2024)

Activities learned and performed during the placement

- Providing personalized care and assistance to residents during morning shifts
- Assisting residents with activities of daily living, including bathing, dressing, and grooming.
- Supporting residents' mobility and ensuring their safety during daily routines.
- Monitoring residents' well-being and promptly reporting any changes to the nursing staff.
- Facilitating engaging activities and social interactions to promote residents' mental and emotional well-being.
- Maintaining a clean and orderly environment to ensure residents' comfort and safety.
- Collaborating effectively with team members to deliver comprehensive care to residents.

Production Assistant | Lush Australasia Manufacturing Pty Ltd -Villawood, NSW | 07/2023 -03/2024

- Managed time efficiently in order to complete all tasks within deadlines and meet daily targets consistently maintaining quality control.
- Organized and detail-oriented with a strong work ethic adhering to Lush Policies.
- Using machinery /computer / printer and other equipment involved in production
- Pressing, pouring, filling and hand forming products and labelling and wrapping products and packing finished products correctly into boxes to prevent damage, building & wrapping pallets correctly
- Worked well in a team setting, providing support and guidance.
- Participated in team tasks, demonstrating an ability to work collaboratively and effectively.
- Assisted with day-to-day operations, working efficiently and productively with all team members maintaining housekeeping & cleaning production departments and communal areas wearing correct Personal Protective Equipment (PPE).
- Excellent communication skills, both verbal and written.

Teller Supervisor | Reliance Finance Ltd - Pokhara, Kaski | 04/2015 - 02/2020

- Managed and balanced cash vault, audits and general ledger accounts.
- Supplied tellers with coin and currency.
- Ordered checks, placed stop payment orders and conducted additional special services for customers.
- Met or exceeded sales goals by promoting finance products and services in customer interactions.
- Verified transactions involving cashier's checks, money orders and account transfers.

Teller | Sanyukta Cooperative - Pokhara, Kaski | 05/2014 - 04/2015

- Maintained confidentiality of cooperative records and client information.
- Built and maintained client relationships through quality, personalized interactions.
- Performed transactional, operational, and customer support tasks through knowledge of bank procedures and products.
- Delivered exceptional service to customers in person or over telephone.
- Entered customer transactions into computers to record transactions and issue computer-generated receipts.

Cashier | Ratna Emporium - Pokhara, Kaski | 02/2013 - 05/2014

- Operated cash register to receive payment by cash, check and credit card.
- Accepted cash and credit card payments, issued receipts and provided change.
- Answered customer questions and provided store information.
- Collected payments and provided accurate change.
- Delivered high level of customer service to patrons using active listening and engagement skills.

Education, Training and Certificates

Certificate III Individual Support (Ageing/Disability) 04/2024

Police certificate 03/2024

First Aid and CPR Certificate 03/2024

Respect @ Work and Sexual Harassment Policy Training | 02/2024

Manual Handling training in house at Lush Manufacturing | 07/2023

RSA and RCG (Catch Training) Campbelltown, NSW – 06/2023

Nepal Commerce Campus | New Baneshwor, Kathmandu, Nepal | 06/2015

BBA: Business Administration

Everest Higher Secondary School | Thapathali, Kathmandu, Nepal | 11/2011

High School Diploma

Nobel Academy | Baneshwor, Kathmandu, Nepal | 06/2009

School Leaving Certificate

References:

Niranjan Prasai

Training Manager / Trainer

Oscars Training Centre

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Rasna Maharjan

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Nirjala Rai

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Rebecca

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