

RASHMI KOIRALA

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Objective:

Motivated individual with a background spanning one year in aged care and over 7 years in warehouse, reception and administration roles. I am eager to secure a career that fully utilizes my skills and expertise, aiming to align myself with an organization that highly values enthusiasm, professionalism, and commitment. I am dedicated to taking on substantial responsibilities and seizing opportunities for personal and professional growth. I bring with myself my experience working in dementia care as well as my ability to learn and adapt into any work environment and perform to my best capacity.

Trainings:

- First Aid Training
- CPR Training
- Manual Handling
- Dementia Course

Certificates:

- Police certificate
- First Aid Certificate
- Certificate IV Individual Support (Ageing)

Professional skills:

- Possessing the capacity to handle patient responsibilities and exhibits proficiency in patient care skills.
- Experience working with residents with Dementia and providing them care and support for their daily life activities
- Proficient in collaborative project management, demonstrating a strong ability to work harmoniously within team settings.
- Diligent and industrious worker, committed to applying optimal effort to ensure successful task completion.
- Adept organizational and communication skills, facilitating rapid learning and the development of expertise for the purpose of delivering efficient contributions to organizational goals.
- Demonstrated competency in Microsoft Word, Excel, PowerPoint, and Outlook

environments.

- Exemplified honesty, sincerity, a strong work ethic, politeness, and dedication in all professional endeavors.
- Adhered to the defined scope of practice, ensuring all responsibilities are performed with precision and diligence.
- Assumed individual duty of care with a commitment to excellence in performance.

Experience:

Care Service Employee | Mayflower Uniting, Westmead, NSW | Since September 2024

- Helping the residents to shower, bathe and shave while supervised by an RN
- Assisting and supporting in all staff functions in a team to provide care to residents at all times.
- Monitoring the Floor as well as the high-risk residents with greater probability of fall.
- Assisting the AINs to provide medications to the residents.
- Assisting in Activities of Daily Living(ADL) of the Residents.
- Assisting to change diapers and dresses of the residents.
- Assisting the residents in food and fluid intake.
- Assisting the residents in toileting.
- Assisting the residents to and from their bed.
- Attending the buzzer and providing appropriate help or calling for help.
- Use of Manual Handling equipments such as Stand-up Lifter and Full Hoist.
- Interacting and communicating with the residents and providing supervision while tending to their needs.
- Monitoring health and wellbeing of the residents and reporting to the RN.
- Ensure accurate reporting of all injury/accidents in the facility.

Assistant in Nursing (Dementia Care) | Hawkesbury Living, Richmond, NSW | March 2024 - September 2024

- Assist and support all staff and function in a team to provide care to residents at all times
- Help to shower, bathe and shave patients while supervised by a registered nurse
- Assist the residents to provide medications to the residents.
- Assisting to monitor the residents who are likely to fall when they try to move.
- Assisting the residents in their activities of daily life.
- Assisting the residents in food and fluid intake as well as assisting in toileting.
- Use of Manual Handling equipments such as Stand-up Lifter and Full Hoist.
- Attend the buzzer and provide appropriate help or call for help.
- Caring for residents and ensure that all of their daily needs are met.
- Proper documentation of all the necessary daily paperwork.

- Monitor health and well-being of residents communicate with RN regarding resident care issues.
- Ensure accurate reporting of all injury/accidents in the facility.

Operations Team Member- Warehouse | Assurant, Inc., Auburn, NSW | August 14, 2023- Present

- Cleaning, Grading and Boxing of Devices
- Stocktake Movement
- Receiving orders from clients/ Printing offline orders.
- Pick, Pack, Label and Dispatch package according to order.
- Replenishing pick shelves
- Communicating with sales team regarding order returns and special orders.
- Maintaining cleanliness and safety of warehouse and reporting hazards.

Intern | Halation Agency, Alexandria, NSW | June 2023 - August 2023

- Receiving Samples of different brands as well as picking, packing and shipping samples.
- Counting and organizing stock
- Merchandising various samples(clothes, bags, jewelery, hats, shoes, beauty products, sunglasses, etc.) according to lookbook in the showroom
- Regularly organizing stock and stock takes
- Packing samples in bags and suitcases for travel
- Steaming and organizing garments for showings
- Folding and repacking returns according to brands in cartoon boxes
- Creating new client account, updating client information on salesforce accounts as well as deleting closed down stores, sending neworder emails of different brands.

Junior Officer- Operations | Global IME Bank Limited, Kathmandu | September 2018- May 2023

- Customer-centric banking professional with a proven record in inquiries, transactions, and account management.
- Proficient in promoting and cross-selling banking products, achieving individual and branch targets.
- Efficiently handled phone and email inquiries, resolving complaints, and processing requests.
- Ensured a high level of customer satisfaction, fostering long-term relationships.
- Skilled in administrative tasks, maintaining branch aesthetics, and strategic placement of promotional materials.
- Stayed updated on latest products, processes loan applications, and contributes to internal administrative functions.
- A dedicated team player with strong organizational and communication skills, committed to enhancing branch efficiency and success.

Teaching Fellow | Teach For Nepal, Kathmandu | January 2017- April 2018

- Making Lesson plans as well as performing duties as classteacher of 9th grade
- Providing Assignments and checking them
- Conducting Team Building Practical Education Sessions outside Classrooms
- Motivating Students
- Conducting Financial Training Exercise,
- Organizing Parents Student Meet, interschool sports week, intra-school picnic program, etc

Education:

Masters in Business Research | Excelsia College, Macquire Park, NSW| Ongoing since July 2023

Masters in Business Administration | School of Management, Tribhuvan University, Kathmandu | 2018

References:

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