

# RASHMI PURJA

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## PROFESSIONAL SUMMARY

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I am a dedicated and hardworking individual who has a top quality experience and have an ability to communicate effectively with the team and management. I am also friendly and effective when working wide range of personalities and honest individual with solid work ethics seeking long term employment.

## SKILLS/ KEY STRENGTHS

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- *Friendly with people*
- *Physically strong*
- *Effective communication skills*
- *Flexible with working hours*
- *Enjoy being with people*
- *Highly organized*
- *Punctual*
- *Great ability to work with a team*

## WORK EXPERIENCE

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### **Assistant In Nursing (AIN), Part time**

#### **Baptist Care Dorothy Henderson Lodge Aged Care**

**Nov 2022 – Present**

Company Description: A not-for-profit aged care organisation in providing the highest quality care within our warm and friendly communities.

### **Assistant In Nursing (AIN), Casual**

#### **The Village by Scalabrini, Drummoyne NSW**

**Jul 2022 – Dec 2022**

Company Description: A not-for-profit aged care organisation with a mission to remain as the aged care choice for migrant communities across New South Wales.

### **Professional Nursing Care Australia, Wattle Grove NSW**

**Jan 2022 - Jun 2022**

Company Description: An organisation committed in providing professional staff of all ages to support and care for people in needs.

*Locations (worked at):*

- Bupa Aged Care Clemton Park
- Wesley Rayward Carlingford
- St Vincent's Care Services Haberfield
- St Vincent's Care Services Auburn

*Duties & Responsibilities:*

- Assisting residents with activities of daily living such as showering, dressing and grooming.
- Answering the buzzers.
- Assisting with toilet needs.
- Taking and recording a resident's temperature, blood pressure, pulse and respiration rates.
- Helping residents to walk and use a wheelchair.

- Serving meals to residents and then monitoring their eating habits.
- Providing meal supplements and fresh drinking water as needed.
- Monitoring, recording and reporting symptoms or changes in resident's conditions.
- Monitoring all aspects of resident care including diet and physical activity.
- Preparing rooms, sterile instruments, equipment or supplies and ensuring that stock of supplies is maintained.
- Completing all the paperwork to satisfactory standard and making sure all paperwork is up to date.

## **EDUCATION**

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High School Year 12 in Management  
Mahendra H.S. School  
POKHARA, NEPAL

## **PROFESSIONAL CERTIFICATES**

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- Certificate III in Individual Support (Ageing & Disability) – Oct 2021
- CPR Certification – Oct 2021
- First Aid Certification – Oct 2021

## **REFERENCES**

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Will be provided on request.