

Gurleen Nannuan

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Objective:

A self-motivated, hardworking and highly positive individual seeking an opportunity to use my skills and knowledge to the best of my ability to help the organization achieve its business goal and reach its optimum level of growth

Skills and Strength:

- Interpersonal and communication skills
- Excellent customer service skills
- Quick decision making and problem solving
- Detail oriented and focused
- Multi-task performer
- Ability to work well under dynamic environment
- Computer skills and Microsoft office
- Flexibility/Adaptability
- Ambitious to work hard to achieve personal and organizational goals

Experience:

Aged Care Placement (Uniting, Westmead): March 2024 - April 2024

- Helping residents with personal hygiene and grooming.
- Assisting residents with daily activities like getting dressed and eating meals.
- Helping residents with transferring with appropriate lifters.
- Providing companionship and engaging in conversations with residents.
- Organizing recreational activities such as games, crafts, and outings.
- Ensuring the safety and well-being of residents by maintaining a clean and comfortable environment.
- Assist with organizing and participating in special events and celebrations for the residents.

Customer Service (KFC Westpoint, Blacktown): August 2023 - Present

- Taking orders of customers
- Operate the cash register
- Prepare food and drinks
- Serve food and drinks
- Packing food for take outs

- Clean tables and dishes
- Assist customers
- Stocking the shelves
- Maintain inventory
- Unload shipments
- Organize displays
- Clean the store

Server (Amritsariya, Harris Park): July 2023 - Present

- Taking orders of customers
- Operate the cash register
- Prepare and serve food and drinks
- Packing food for take outs
- Chopping vegetables
- Clean tables and dishes
- Assist customers
- Stocking the shelves
- Maintain inventory

Server (Double Drip Cafe, Blacktown): July 2023 - August 2023

- Taking orders of customers
- Operate the cash register
- Prepare food and drinks
- Serve food and drinks
- Packing food for take outs
- Clean tables and dishes
- Assist customers
- Stocking the shelves
- Maintain inventory
- Unload shipments
- Organize displays
- Clean the store

Accounting Intern (Madhur Gupta & Co., India): June 2022 - December 2022

- Filed Income Tax Return
- Catered to the needs of the clients
- Provided all necessary information to the new tax filing clients
- Handed of basic administration and record keeping

Volunteer Work: 2019-2023

- Helped my grandmother who had dementia and depression.
- Helped with personal hygiene: Bathing her, taking care of her oral hygiene, changing her diaper and changing her clothes
- Assisted her with daily tasks: Feeding, taking her on evening walks, socializing with her, giving her medicines on time, and regulating her blood pressure regularly.
- Assisted with additional care: Taking her to her doctor's appointments, taking care of her wound when she fell, cleaning and changing her wound dressing

Qualification:

Certificate III in Individual Support (Aged care and Disability): (March 2024 - April 2024)
Evershine College,
Glenwood, NSW

Master Of Professional Accounting: (July 2023 - On going)
King's Own Institute
Sydney, NSW

French A1 Level: (June 2022 - August 2022)
Lingo Learning Academy
Mohali, India

Bachelor Of Commerce: (August 2017 - September 2020)
MCM DAV College For Women
Chandigarh, India

Languages:

English (Fluent)
Punjabi (Fluent)
Hindi (Fluent)
Italian (Fluent)
French (Beginner)