

DIVYA DIVASHNA PAL

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PERSONAL STATEMENT

I am highly motivated, professional, conscientious and committed team worker who understand the importance of carrying out my duties to a very high standard.

I am dedicate to continuous development and regardless of the situation, I am in. I will always seek to learn and improve by taking advice from others. I can be trusted to provide exceptional customer service, both face-to-face and via the telephone, and I will represent your company in a positive manner at all times.

I will be a loyal and honest member of your company, and I will always support my work colleagues when needed. Being and excellent team worker. I am able to use an innovative approach to solving problems when required, and I will always take great pride in fulfilling my responsibilities to a very high standard.

Finally, being somebody who is flexible, conscientious and trustworthy, I can be relied upon to deliver everything that I set out to achieve with positivity and enthusiasm whilst ensuring all tasks are completed to a very high professional standard and within given timeframes.

SKILLS AND ABILITIES

#1 – Customer focused and able to represent your brand in a positive manner;

#2 – Self-motivated and a fast learner;

#3 – An excellent team worker who is supportive of others;

#4 – Strong communication and interpersonal skills;

#5 - A good listener and someone who wants to continually learn and improve;

#6 – Supportive of my managers and supervisors;

#7 – A good organizer and planner;

#8 – Flexible, adaptable and willing to work additional hours when needed.

EDUCATIONAL HISTORY

DATE: 30/11/2020

NAME OF SCHOOL: Dreketi central college

SUBJECTS STUDIED: Accounting and Economics

QUALIFICATIONS ACHIEVED Pass (Year 12)

DATE: 10/07/2023

NAME OF COLLEGE: International Nurse College

COURSE STUDIED: Certificate III in Individual Support

QUALIFICATIONS ACHIEVED: Currently Studying

CORE QUALIFICATIONS

- ❖ Certificate III in Individual Support – Ongoing
- ❖ Certificate IV in Age Care – ongoing
- ❖ FIRST AID
- ❖ CPR certificate
- ❖ Computer skills
- ❖ Manual handling and training
- ❖ Infection Control
- ❖ Police Check
- ❖ Working with Children Check
- ❖ Covid 19 Vaccinations
- ❖ Booster Vaccination
- ❖ Influenza Vaccination
- ❖ NDIS Worker Orientation Module
- ❖ Police Check

WORK EXPERIENCE

1. **Nursing Caregiver**. For 2 and half years

Home Instead

- Assist patients per month with getting out of bed in the morning and helping them get dressed.
- Bathe patients and check individual's vitals first thing during this time.
- Perform a variety of chores for patients such as doing laundry, going to the store to purchase groceries and directing proper use of medication.
- Offer immediate assistance in emergency and routine paging situations to evaluate needs and deliver care.

2. **Factory Worker** . For 6 weeks

Wellman Packaging (Lancaster St, Ingleburn NSW 2565)

- Reviewed daily production schedules and completed jobs by their due date.
- Safety unloaded and loaded products from pallets.
- Ensured accurate measurements to achieve sizing accuracy.
- Approached each job with a dedication to detail, quality and productivity to meet and
- Exceed textile expectations.
- Operated all equipment and machinery according to manufacturing instructions.
- Attended team and company meetings as well as safety training classes.
- Maintained proper sanitation levels.
- Remained dedicated to the vision and mission of the brand.

3. **Waitress Training**. For one day

Chill 'N' Grill Indian Restaurant (Harris Park NSW 2150)

- Admirable experience in serving various beverages in restaurant.
- Sound knowledge of all restaurant services for food and beverage
- Profound knowledge of food and beverage products.
- Exceptional knowledge of handing soiled restaurant equipment.
- Ability to communicate in English with customer.
- Ability to perform heavy physical work.
- Ability to maintain cleanliness of all products.
- Ability to sweep and mop the kitchen floor as necessary.
- Ability to transport heavy objects through a crowded room.
- Ability to maintain in food and beverage service equipment's.
- Maintained all equipment's and materials as per appropriate handing procedures.
- Assisted guests to tables and managed resetting schedule as per equipment.
- Coordinated with waiters and assistant waiters to provide optimal services at all times.

4. **Administrative Assistance** . For 2 months

Rights Respect Independence Connect (RRIC), (Parramatta NSW 2150)

- Draft 10+ emails daily for HR staff in regards to company policies, events, and trainings.
- Communicate with staff to schedule meetings and assist then as needed.
- Answer telephones and emails in a prompt manner, taking messages and transferring calls.
- Update calendar to reflect staffing changes and special office events.
- Arranged weekly staff meetings.
- Handle mail, email, and fax.
- Perform basic bookkeeping.
- Maintain electronics and paper database and filing system with utmost accuracy.

5. **Disability Support Worker** . 3 weeks

ST. Ezekiel Moreno Nursing Home , (Croydon NSW 2132)

- Assisted an average of 5 clients per week with dressing, grooming, and feeding needs, helping them to overcome and adapt to mobility restrictions.
- Work with family, health care providers, therapists and social workers to ensure all of the clients emotional and health needs were met, improving 85% of the clients condition.

- Keep accurate records for clients files and handled related paperwork.
- Worked well as a team with colleagues and dealt with difficult situations well.
- Maintained clean personal areas and prepared healthy meals to support client nutritional needs.
- Providing essential support to key care workers and understanding right shifts to ensure the provision of round the clock care.

REFERENCES

REFERENCE 1

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