

Puja Pathak

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## Profile

A dedicated and motivated fresh graduate who knees to learn new things. To obtain my goals

overcoming all the challenges while Keeping my moral strong. To use my skills, resources, technical knowledge and experience to the fullest at all times of my career thereby

improve myself towards perfection and contributing maximum for the company overall benefit.

## Education

Buddha Shanti Multiple Campus (Sep 2013 ~ Aug 2018) Diploma, Management

Buddha Shanti Multiple Campus (Jul 2011 ~ Dec 2013 Class (XII), Management

Sakura Academy (Apr 2009 ~ Jul 2011) Secondary School (Class X)

Aged care certificate III ( Advance College Of Heath, Deane St, Burwood NSW)

Certificate iv in cookery ( skyline international college, Burwood NSW)

## Training

- manual handling
- Infection control and hand hygiene

(At work and Advance College Of Heath )

Dementia Training

( At work)

## Experiences

- Super Market (Mar 2016 - Jan 2017, Costumer service)
- Bakery café (Sep 2017 - May 2018, Wait staff)
- Work placement at Woodport Aged Care Plus , Erina NSW 2250 -feb 2019

#### Skills

- Hard working person with good analytical skills and researching abilities.
- Quick learner and have a positive respective attitude.
- Punctual and reliable to work.
- Calm and willingness to learn new things.
- A good leadership qualities and awareness of responsibilities
- Traditional care and commitment to organisational targets.
- Resourceful team player who excels at building relationship with clients and

#### Colleagues

#### Certifications

- first aid (JAN 2019)
- completed certification in Aged Care Certificate III (2019)
- Working in woodport aged care from (2019- current)

#### References

1. Lanie Sagun ( 0436 190 467) ( [leilanie.sagun@salvationarmy.org.au](mailto:leilanie.sagun@salvationarmy.org.au))

Woodport- centre Manager

2. Sushmita Thapa

Woodport- Registered Nurse ( 0416 804 529) ( [tsushmita96@gmail.com](mailto:tsushmita96@gmail.com))

3. Manisha Karki

Woodport- work colleague ( 0421 975 793) [memine.mansa10@gmail.com](mailto:memine.mansa10@gmail.com))