

Sukhjinder Kaur

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EDUCATOR EXPERIENCE'S

3 years of early childhood experience

Kindergarten experience

School before and after care

Professional teaching in India

Randstad experience (25 February 2022 to 30 August 2023)

Expect A Star (11 March 2023 too 11 August 2023)

Experienced in working with Children with special needs

Experience's with different child care centers (G8 education, community centers, council centers, many private centers etc.)

AGEING AND DISABILITY WORK EXPERIENCE'S

Home-care support (NDIS)

Private caregiver for 5 years

DUTIES AND RESPONSIBILITIES

Monitoring the client's physical and mental health by doing routine checks, such as assisting with personal hygiene and cleanliness.

Providing a safe environment for the client by monitoring their surroundings for potential dangers and hazards.

Providing assistance and support for people with disability in their homes or other places so they can live independently.

Assisting people in carrying out essential daily tasks such as dressing, bathing, showering, grooming, tooth brushing, and toileting.

Assisting clients with tasks of daily living, including cooking, cleaning, shopping, managing finances, etc.

Collaboration with other healthcare providers to coordinate clients' care plan

Providing a diverse range of social activities such as arts and crafts, games, and outings for clients who can't go outside.

Giving emotional and social support.

Identifying needs and developing plans for improving the quality of life for those suffering from disabilities or mental health issues

SKILLS

Highly organized and able to prioritize multiple administrative and operational tasks.

Very adaptable to different situations and tasks

Motivated and have a "can do positive attitude"

Proficient level of computer literacy in MS Office environment, particularly excel.

Excellent verbal and written communication skills

Have the ability to work in a team and independently

Strong presentation skill

Work with professionalism and maturity

REFERENCES

Flora McCann (0431 805 770)

Trainer & Assessor in Aged Care

Victoria Health Care College

Email: fbmccann33@gmail.com

Manjit Kaur (0405 606 961)

Email:

manjit_mahal83@yahoo.com

(Room leader 3-4)

Leane (Director)

Headstart Early Learning Centre
Clarendon NSW (1800 517 034)

Email:

clarendon@headstartelc.com.au

FURTHER COURSES

Working With Children Check

First Aid and CPR

NDIS Worker Screening Check

Police Clearance Check

HOSPITALITY EXPERIENCES

Maloney Hotel Corporation –Chef (Sydney)

Customer Service – 5 years experience

Managing Director in Restaurant (TANDOORI KITCHEN)

GOLDEN CHAIN –Cash handling, stock fillings, counter services, stocks orders through their system. Stock entry in system.

Customer service experience in various sectors such as supermarkets, restaurants, telecommunications, hotels etc.

EDUCATION

Bachelor of Commerce

Diploma of Hospitality

Certificate of IV in business

Advanced Diploma of Management

Certificate I in information, Digital Media and Technology

Diploma of Early Childhood Education and Care

Certificate IV in School Based Education Support

Certificate III in individual support (ageing and disability)

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