

Simran

Nursing Student

Contact



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25 Wyreema Road
Warnervale NSW 2259

Skills

- Proficient in Microsoft Office.
- Familiarity with various PCs, printers and scanners.
- Basic knowledge of Google Analytics
- Strong communication and interpersonal skills.
- Strong command on English grammar and phonetics.
- Ability to work effectively in a team environment
- Mathematics enthusiast love

Profile

A highly enthusiastic, energetic, friendly, zestful and professional person. Love to have public interactions and helping people. Always try to be on time(very punctual). Love to work with full efforts.

Work Experience

Dental Assistant and Receptionist

Mona Vale Family Dental, January 2024-March 2024

Key Responsibilities:

- Assisting the dentist by preparing all the equipments and aids needed before each procedure.
- Documenting the patients details and all the aspects of dental care needed.
- Practising hygiene of the dental room after every patient.
- Front desk

Swansea Dental Practice, 28 March '24

Key Responsibilities:

- Assisting the dentist by preparing all the equipments and aids needed before each procedure.
- Documenting the patients details and all the aspects of dental care needed.
- Practising hygiene of the dental room after every patient.
- Sterilising the instruments at the steri and using autoclave.
- Front desk

Restaurant Manager and All rounder Barista

Rashays, Tuggerah

Key Responsibilities:

- Working as a bartender and barista at the bar.
- Managed the restaurant as an assistant manager.
- Back of the house work.
- Quality experience in coffee making.
- Quality experience with cocktails, mocktails and all kinds of spirits and beer.

Certified Barista and have RSA certificate.

Volunteer Teaching

to play with numbers.

- Good at BODMAS
technique, algebra,
trigonometry, fractions,
statistics, decimal,
measurements, angles and
data analysis.
- Familiar with Canva,
Photoshpe, HTML, coding.

Achievements

- First Position in the state, The
International Science
Olympiad
- The University of Newcastle
South Asia Excellence
Scholarship.
- Third position in the state, The
International Science
Olympiad

Professional Development

- Online course on Human
Anatomy and Physiology,
Harvard University
 - Hospitality management
course
-

St. Xavier Sr. Sec. School, April 2018- February 2019

Key Responsibilities:

- Teaching English to students of year 3,4 and 5.
- Organising interactive events for the students.
- Assisting the library staff.

Education

Bachelor of Nursing

The University of Newcastle, Gosford Campus

Qualifications

Year 10

95%

Year 12

94%

English Proficiency Test

88/90

Interests

- Cooking
- Baking
- BBQ

