



Archana Subedi

📍 Hornsby, New South Wales 2077 📞 0481469468

✉️ asubedi@hammond.com.au

PROFESSIONAL SUMMARY

Accounting graduate currently working as administration support officer looking for a long-term job in Sydney. Proven ability to work in teams, or individually, with honesty and dedication above everything, with 100 percent commitment to learn and grow in the organization.

SKILLS

- 1. Office administration
- 2. Proficient in Microsoft word, excel and teams.
- 3. Experience in handling basic office equipments like printer and fax.
- 4. Reporting and writing skills.
- 5. Proficient in English and Nepalese language.
- 6. Music Enthusiast

WORK HISTORY

ADMINISTRATION SUPPORT OFFICER

08/2021 to CURRENT

HammondCare | North Turramurra 2074, New South Wales

- 1. Provide front office reception/customer service.
- 2. Proper knowledge of scheduling, timecard details and downloading reports in KRONOS.
- 3. Daily use of EPICOR in order to enter residents' contact list, clinical data and movement, extract facility contact list, coversheet, Partnering in Care list and update emergency list in a timely manner.
- 4. Timely and accurate entry of information of staff to payroll system.
- 5. Prepare staff roster, manage and escalate roster issues to the manager.
- 6. Process Police check for employees and assist care staff within cottages as required.
- 7. Store orders and distribute procured items to relevant internal areas as required.
- 8. Archive documents and attend to storage of records internally.
- 9. Perform general duties like interviewing new candidates, attending meetings and writing minutes.

TEAM LEADER

09/2020 to 08/2021

HammondCare | North Turramurra 2074, New South Wales

- 1. Entering incidents to Riskman and assist RN with documentation.
- 2. Developing care plan for residents and updating it as required.
- 3. Escalate resident's issues to GP via fax, email and phone.
- 4. Attend GP rounds every Tuesday and notify pharmacy about medication changes.

- 5. Maintain open disclosure with family.
- 6. Allocate care staff to corridors and move them as required.
- 7. Conduct a six-monthly meeting with resident's representative to discuss care needs.
- 8. Manage Complaints and escalate to the Manager on duty.

CARE STAFF

05/2019 to 09/2020

HammondCare, | North Turramurra 2074, New South Wales

Responsibilities:

- 1. Work within mission and values of HC and tailoring care to residents.
- 2. Assist with personal care duties, yet maintaining dignity of resident's choice.
- 3. Perform duties in a team and escalate necessary things to Registered Nurse on duty.
- 4. Engage residents in activities.

EDUCATION

Masters in Accounting | Accounting And Finance

06/2021

IMC , Sydney NSW

Bachelor of Business Studies | Business Administration And Management

06/2016

BBS, Nepal