

Sunita Nepal Kadariya

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Career Objective

I would like to continue my career in a company where my hard work and enthusiasm can contribute to learn and develop as career for the people who require assistance. I am committed to continual learning and working as a part of a team, helping to achieve company goals.

Summary of Skills & Knowledge

- Eleven year of work experience in aged care industry as an Assistant in Nursing (AIN)
- Good communication and interpersonal skills
- Customer services, highly professional for the role and responsibilities
- Two year of work experience in house-keeping and cleaning

Work History

Jan 2011– Nov 2019: Worked as an **Assistant in Nursing** in Thompson Beecroft Nursing Home.

Dec 2012 – Oct 2018: Worked as an **Assistant in Nursing** in Regis- Ku ring Gai gardens.

Oct 2018 – Aug 2019: Worked as an **Assistant in Nursing** in Allity Greenwood Normanhurst Nursing Home.

Oct 2019 – Feb 2022: Worked as an **Assistant in Nursing** in Whiddon Easton Park Glenfield.

Jul 2021 – Current: Working as an **Assistant in Nursing** in Anglicare Oran Park.

Duties & Responsibilities

- Help residents with their basic needs. Generally helping residents with toileting, bathing, dress, pressure area care, incontinence management and feed to the elderly residents of facility while maintaining respect, dignity and privacy.
- Changing bed linens, dustings and clean resident's rooms.
- Guiding visitors and answering telephone calls.
- Monitoring the temperature, blood pressure, pulse & respirations rates as directed.
- Records foods & fluids intake, behaviors, accidents and incidents.
- Assist with mobility, transfer and transport of residents to walk, appointments and daily activities.
- Turns and repositions residents to prevent pressure sores.
- Provide comfort care with a palliative approach to the resident who are in palliative care.
- Escorts residents with hospital treatment, doctors' appointments and nursing care
- Medcom Nurse –administering medication to patients, check sugar levels and blood pressure.
- Follow the infection control policy and guidelines while providing the nursing care to our residents.

- Enthusiastic in learning in new skills, knowledge and experiences and guiding, teaching and mentoring the new and agency staffs to maintain the positive work environment culture.

Qualifications & Trainings

- Completed Certificate III in Aged Care from Intercept Group Pty Ltd on 2nd September 2011.
- Apply First Aid from Allen's Training.
- Completed the Nursing/Midwifery staff Hand Hygiene online learning package on 29 January 2014 course designed by Hand Hygiene Australia.
- Completed Certificate IV in Ageing Support from Australia College of Health & Management on 12th February 2018

Skills, Knowledge and Attributes

Communications Skills: Incurrent and previous job in different caring position to the residents I have to communicate with residents, staff members, managements and residents' families and friends on a daily basis. I like to be clear and positive in all my interactions and I listen to others carefully to understand their needs.

Manual Handling & fire safety: As a care worker I have updated knowledge and skills related to operate equipment's, procedures for manual handling and fire safety. I make sure the equipments and tools are in working in order prior using and follow the instructions. I have been efficient to use my thigh and abdomen muscle with the correct body posture and adjusting the height for any manual handling.

Responsible: I have always performed my job undertaking full ownership and responsibility which I think is an asset that will stand me in good stead for any future positions that I undertake. I have built a good profile of notifying and seeking for help if needed in my role with my team and management.

Ability to handle pressure: As an experienced care staff, I have dealt various situations such as working with new staffs (Still to be trained), agency staff, difficult residents, families and short staff. It has made me an experienced staff to handle the pressure well to accomplish the role in the best safest way.

Highly Motivated: I enjoy learning new things and sharpen knowledge already I have. I believe that learning is life long process that is why I always expend my effort to perform my job better. I also believe that, everyone has some unique quality and we learn from each other to build our team working.

Team Work I am very good to build a rapport with my colleagues, physiotherapist, recreational officers, seniors, juniors, residents and families in professional way. I am an excellent team player, helpful, offer help and seek help when needed to finish our job efficiently.

Computer Skills: Proficient in using Microsoft Suite of programs.

Interest and Hobbies

Listening Music, watching documentaries, swimming, cooking and meeting new people

Closing Statement

Finally, I would like to assure you that my experiences, qualifications and interests will be very helpful to perform the allocated tasks in your organization. I am reliable, responsible and hardworking care staff with adequate skills and knowledge but seeking for learning new skills, meeting new challenges and new working environment to grow professionally.

I look forward to hearing from you.

Availability;

Monday to Sunday any time, day and night.

References:**Monsoon Pokharel**

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