

Kanchan Khatiwada

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I am a caring, energetic, and dedicated individual with experience in aged care, gained through my placement at **Meadowbank Grove Care** Community. I specialize in providing hands-on care for elderly and disabled individuals, maintaining accurate records, and delivering person-centred care. I approach every task with responsibility and integrity, always striving to be the best in everything I do.

I am proactive, culturally aware, and focused on building strong relationships with both residents and their families. My goal is to exceed expectations while providing high-quality care consistently.

Objective

I am looking for an opportunity to join a successful organization that values professional growth and delivers excellent service. I am eager to use my skills in resident care and take on new challenges to develop my career further.

SKILLS

- Leadership skills
- Problem-solving and Fast Learner
- Verbal communication
- Manage cases
- Attention to detail
- Critical thinking
- Time management and prioritization

KEY AREAS OF ABILITY

- Proactive and dedicated healthcare professional with strong background in policy, procedures, and patient care.
- Skilled in needs-based analysis, strategy development, and effective service delivery.

- Culturally aware communicator and relationship builder with long-term focus.
- Highly organized, self-motivated, and reliable, with minimal need for supervision.
- Strong work ethic and physical stamina for long or consecutive shifts.
- Effective in educating aged and disabled individuals in self-care programs.
- Proficient in handling medical products and equipment.
- Excellent problem-solving, time management, and organizational skills.
- Strong oral and written communication abilities.
- Team player who excels in building rapport with clients and colleagues.
- Committed to professionalism and continuous learning.

EDUCATION

Bachelor of Business Study (BBA)

Oxford College of Engineering and Management

Sep 2015-Sep 2019

TRAININGS

- Manual Handling
- Infection Control and Hand Hygiene
- Dementia Handling
- Elder Abuse Training
- WHS Training
- Cultural Diversities Training
- Incident/Accident/Hazard Management Training
- Continence Management and Assessments
- Manual handling
- Food safety and Hygiene, Infection control
- Fire safety and older abuse
- Dementia Care

CERTIFICATION

Certificate III in Individual Support
First AID certificate
CPR and Manual handling certificate
Australian Police check
Flu vaccination
Covid -19 certification

EXPERIENCE

AIN Work Placement:

Meadowbank Grove Care Community, Meadowbank, NSW

Accountant:

Unique Academy, Chitwan, Nepal
Oct 2019 – Dec 2024

As an accountant, I've honed my organizational skills, ensuring that daily operations run smoothly. I handle daily financial transactions, prepare journal voucher, MS excel, databases and filing systems, preparing and analysing financial statements (balance sheets, income statements, cash flow statements).

Assistant In Nursing- Under Supervision (Work Placement)

- Build effective communication and rapport with residents, families, staff, and volunteers.
- Deliver person-centred care while upholding residents' rights, dignity, privacy, and confidentiality.
- Support daily living needs, emotional wellbeing, and resident choice in accordance with care plans.
- Perform domestic duties including food handling, cleaning, and laundry as directed by staff.
- Observe, report, and document changes in resident health, ensuring timely escalation.

- Maintain hygiene, safety, and infection control standards across all care tasks.
- Complete incident and hazard reports accurately; identify and report risks promptly.
- Adhere to emergency procedures and ensure safe use and maintenance of equipment.
- Adapt to changing resident needs and collaborate effectively with team members.
- Practice safe manual handling and proper hand hygiene consistently.

Key Responsibilities as an AIN:

- To maintain WH&S standards
- To provide training and support to the new staffs
- To maintain proper chemical handling procedures
- To maintain proper cleaning and hygiene standards

ACHIEVEMENTS

- Highly appreciated for my hard work and efforts wherever I had worked.
- Highly appreciated at my work placement for my quick learning attributes.
- Highly appreciated by the management and the clients for my contributions and support.

INTEREST

I am passionate about working in aged care, disability care, and childcare. I also enjoy using my basic computer skills in administration roles. Giving back to the community through these roles is something that motivates me every day.

References:

Available upon request.