



Shahista Nazakat Ali

Dedicated support worker who enjoys providing support and assistance to individuals and groups with disabilities living within their community or assisted living center. Able to represent the Company with professionalism, courtesy and compassion to clients, families, providers and the public.

CONTACT

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CAREER OBJECTIVES

To work on a challenging job profile which offers an opportunity to expend my knowledge and abilities, this could provide me an exposure to new possibilities that would be beneficial for my career.

STRENGTHS

- Teamwork/ collaboration
- desire to acquire knowledge
- self-assured and incredibly patient
- Adaptability to change environment
- Positive character and views

LANGUAGE

- ENGLISH
- HINDI
- ITAUKEI

WORK EXPERIENCE

■ NDIS SUPPORT WORKER

Able Nursing & Disability Care, Sydney - FEB 2024 – Till Today

- Providing personal care support
- PEG Feeding
- Administering medication
- Assisting with community participation
- Manual handling
- Domestic assistance
- Maintain client records & report writing
- Provide feedback to the Service Coordinators

■ Support Worker Placement

Calvary Henley Manor, Doonside - Mar 2024 – April 2024

- Assist residents with personal care & hygiene needs
- Support residents in showering, feeding & any other assistance needed
- report incidents
- Any other work assigned

■ PICK PACKER & PRODUCTION ASSISTANT

Lynch Group, Ingleburn Sydney - NOV 2023 – JAN 2024

- Packing and palletising of finished products
- Bouquet arrangement
- Labelling of each product
- Wrapping of mixed and single floral bunches
- Use of specialized gift-wrapping materials
- Stock control and use of pallet jacks
- Other duties as directed

■ PERSONAL CARE ASSISTANT

Sydney, NSW – OCT 2023 – JAN 2024

- Mobility assistance
- Prepare and oversee care plan
- Assist with bathing, grooming and eating
- Home exercises
- Monitoring vitals
- Assist in meal preparation
- Domestic assistance

SKILLS

- Emotional Support
- CPR/First Aid
- Manual Handling
- Record –keeping
- Teamwork
- Reliability
- Critical Thinking

Hobbies

- Reading
- Listening to music
- Going on adventure
- Hiking
- Baking
- Photography
- Meeting new people
- Helping people

Other Achievements

- First Aid & CPR Certificate
- WWCC – WWC2809308E
- NDIS – 61774118
- Police Check
- NDIS Worker Orientation
- NDIS Induction Module

WORK EXPERIENCE

▪ **SUPERVISOR - Command Centre**

Fijian Elections Office, Suva Fiji - SEPT 2022 TO SEPT 2023

- Managing workflow
- Supervise staff
- Assist manager in the preparation and execution for specified electoral functions
- Provide support to Command Centre staff to undertake the helpdesk environment and telephony system
- Identify any potential areas of improvement and propose improved ways of working to the team
- Compile and collation of data from various Project Managers
- Escalate issues encountered from various Project Managers
- Creating and managing team schedules.
- Reporting daily to senior management.
- Analyze and classify risk and emerging issues before distributing updates.
- Picking and Packing materials for Election Day
- Gained good ground of experience in the field and delivering a successful 2022 General Election in the Fiji.

▪ **ADMINISTRATIVE ASSISTANT**

Electronic Voter Registration

Fijian Elections Office - OCTOBER 2021 TO SEPTEMBER 2022

- Assigned to assist the Electronic Voter Registration with all the administrative needs and support them in effectively running the General Elections in Fiji
- Voter Registration
- E-filing
- Overseas Registration (Australia)
- Data cleaning

EDUCATION

• **Certificate 3 in Individual Support**

INT College, Sydney Oct 2023 – April 2024 - Completed

• **Certificate IV in Ageing Support**

INT College, Sydney April 2024 – October 2024

• **Diploma of Community Services**

INT College, Sydney October 2024 – April 2026

• **Caregiver – Aged Care & Childcare**

**Service Pro International Tourism & Hospitality Institute
7th August – 18th August 2023**

• **BACHELOR OF COMMERCE**

MANAGEMENT, INDUSTRIAL RELATIONS & HRM

Fiji National University, Suva, Fiji | FEB 2020 till AUG 2023

• **Certificate 3 Office Assistance**

Fiji National University, Suva, Fiji | JUNE 2017 to NOV 2018

SKILLS HIGHLIGHTS

- Proficient data management and abilities, techniques, procedures, and personal quality control for drafts and deliverables, along with attention to detail
- Ability to multi-task, perform under tight deadlines, and produce quality outputs that meet client or industry standards
- Attention to detail, accuracy and quality of output, and taking ownership of it
- Ability to provide customers with prompt, courteous, efficient, and reliable service

REFEREES

- **Ms Lani**

Manager

Email: info@ablenursingcare.com.au

Mobile: +61 430 0591 001

- **Mr. Neil**

Manager

Mobile: +61 433 346 716

Lynch Group, Ingleburn

- **Ms Puneeta**

Clients Daughter

Mobile: +61 449 633 630

Sydney, NSW

- **Mr. Rangeet Chand**

Deputy Director Operations

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