

## Kaolin Chakma

1 Dora Street, Marsfield 2122 Sydney, NSW

+61 490282438 [kaolinchakma@gmail.com](mailto:kaolinchakma@gmail.com)

## Experience

### Aged Care Trainee: (October, 2024)

- Worked as a trainee at Thompson Health Care during my Certificate IV in Aged Care placement.
- Responsibilities included assisting staff in serving meals to residents, handling patient hoists, cleaning, assisting with continence care, making beds, and maintaining overall hygiene.
- Collaborated with senior staff to ensure residents' well-being and safety.

### Production Staff: (Year:2024)

- Worked as a production staff in a juice factory known as 'Synergy Food Group'.
- Responsibilities include juicing, cleaning the production room, maintaining the overall hygiene.

### Kitchen Assistant/Hand: (Year:2024)

- Served as a kitchen hand in a Bangladeshi restaurant.
- Responsible for cleaning the restaurant and ensuring all areas were presentable and hygienic.

### Volunteer with Kapaeeng Foundation: (Years: 2019 - 2022)

- Volunteered with the Kapaeeng Foundation (Human Rights organization) to advocate for the rights of Indigenous peoples in Bangladesh.
- Contributed as a volunteer to maintain the human rights documentation database.

## Education

October-2024

### Spes Education - *Certificate IV in Ageing Support*

JULY 2024 - Present

### Macquarie University, Sydney - *Master of Information Technology in Artificial Intelligence*

## Language

English(IELTS-7.5), Bengali, Hindi, Chakma

## Skills

**Technical Skills:** Proficient in Python, MS Word, Excel, PowerPoint, and database management.

**Reliability:** Dependable and hardworking with strong attention to detail.

**Communication:** Excellent ability to follow instructions in English.

**Teamwork:** Friendly and collaborative, experienced in working with a diverse range of people.

**Willingness to Learn:** Open to learning new skills and knowledge.

## Referees

### Alina Manandhar

Registered Nurse in Charge, Thompson Health Care, St Ives Home

+61424956221

[alinamanandhar57@gmail.com](mailto:alinamanandhar57@gmail.com)

### Niloy Tripura

AIN, Melrose Village, Pendle Hill

+61480665939

### Sushma Bohara

Supervisor, Synergy Food Group, Brookvale

+61452247423