

Manju Bhusal Tiwari
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SUMMARY

Compassionate and dedicated Nursing Assistant seeking to provide exceptional patient care and support within a dynamic healthcare team, utilizing strong interpersonal skills and a commitment to improving patients' well-being.

Certificates

- ☐ First Aid Certificate
- ☐ CPR Certificate
- ☐ Certificate IV in ageing support with medication
- ☐ NDIS Worker certificate

EXPERIENCE

July 2022 -

November 2023

Admin Officer

- Provides administrative support to ensure efficient operation within Strategic Partnerships.
- Prepares and edits correspondence, reports, presentations, and confidential correspondence.
- Provides quality customer service for all clients including answering telephone enquiries.
- Performs reception duties as required.
- Supports and performs administrative requirements for various committees.
- Assists with the preparation of correspondence, reports, speeches, and minutes.
- Gathers data and prepares reports for more detailed analysis by senior executives.
- Coordinates and undertakes booking of travel, catering, events, special functions, and meetings as required.
- Maintains administration systems, including diaries, records, mail, filing and archiving of records.
- Arranges and facilitates appointments and meetings.

August 2022 –May 2023

CUSTOMER SERVICE REPRESENTATIVE

- Assisted customers with ordering, incorporating suggestive selling and promotion of special goods.
- Maintained food safety standards, keeping the restaurant clean and sanitized.
- Conscientious and service oriented
- The anticipated customer needs to resolve complaints in a timely and efficient manner.
- Followed all company rules and procedures while meeting daily requirements.
- Maintaining a clean and safe working environment.

August 2022-

Present

Assistant in Nursing

- Followed company rules and procedures while meeting daily requirements.

- Recorded resident's daily activities and informing to RN if there are any unusual things like bruises, wounds, or any changes on skin condition.
- Recording and reporting of any incidents to supervisor.
- Monitoring residents while they are having their own time.
- Maintaining a clean and safe working environment like manual handling
- Use of manual handling techniques while assisting with care needs of residents.
- Behaviour management of residents with dementia.

EDUCATION

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| July 2004 | Master of Accounting
<i>KAPLAN BUSINESS SCHOOL, SYDNEY</i> <ul style="list-style-type: none"> • Major: Taxation and Finance |
| June 2022 | Master of Business Administration
<i>EXCEL BUSINESS COLLEGE, NEPAL</i> <ul style="list-style-type: none"> • Major: Corporate Finance |
| March 2018 | Bachelor of Business Administration
<i>PLATINUM MANAGEMENT COLLEGE, NEPAL</i> <ul style="list-style-type: none"> • Major: Corporate Finance |

SKILLS

- Effective communication skills (Written and Verbally)
- Analysis, strategy development and delivery to meet identify needs.
- Advance computer skills
- Conscientious and service oriented
- Problem solving and multi-tasking with good time management.
- Well organized, self-motivated, orderly, and tidy
- Resourceful team player with a collaborative approach
- Hard working with honest and eager to accept challenges.

Professional References

Subani Paudel

Register Nurse at Barry Marsh House,
 Anglicare
 Email: paudelsubani123@gmail.com
 Phone number: 0452628534

Priti Maharaj

Register Nurse at Barry Marsh House,
 Anglicare
 Email: maharaj_priti@yahoo.com
 Phone number: 0424377519

