

# **Resume**

**Sunita Paudyal Neuane**

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## **SUMMARY OF QUALIFICATION**

- ❖ Certificate III in Aged care (Australian Qualifications framework)
- ❖ Learning and experience gathered in the field of age care facilities
- ❖ Apply First Aid (Allen training Pty Ltd)

## **ACADEMIC QUALIFICATION**

- ❖ Bachelor of education
- ❖ Bachelor of professional Accountant (BPA)

## **LEGAL EMPLOYMENT DOCUMENTS**

- ❖ National police certificate on Criminal Record Check
- ❖ Statutory Declaration, NSW Oaths act 1900
- ❖ Right to work in Australia
- ❖ Ten years' experience in **Uniting**

## **PROFESSIONAL EXPERIENCES**

- ❖ Moran aged care group (Morgan Sylvania)  
27th August 2013 to 1<sup>st</sup> of June 2018  
# Clinical AIN

### **Duties and Responsibility**

- Assisted elderly residents with activities of daily living, including personal hygiene, dressing, and eating.
- Administered medication according to prescribed schedules and documented residents' response.
- Monitored and recorded vital signs, such as blood pressure, pulse, and temperature.
- Assisted with mobility and transfers using appropriate techniques and equipment.
- Collaborated with healthcare professionals to develop and implement individual care plans.
- Maintained accurate and up-to-date documentation of residents' conditions and care provided.

- Provided emotional support and companionship to residents and engaged them in meaningful activities.
- Responded to emergencies promptly and efficiently, ensuring the safety and well-being of residents.

- ❖ Wesley garden age care facilities  
21<sup>st</sup> of January 2013 to till now ( Maternity Leave)  
# Clinical AIN  
#Working in Dementia section

## **Duties and Responsible**

- Assisting patients with their personal care needs such as showering, toileting, shaving, oral hygiene, dressing and eating.
- Assisting patients with their mobility and communication needs.
- Following therapy plans such as interventions to assist those with dementia and behavioural problems.
- Observing and reporting changes in patients' condition.
- Assisting with rehabilitation exercises, basic treatment and delivering medications.

- ❖ Working in Nepal Red Cross society (Disability care)
- ❖ Working in a local club as a community care person

## **PERSONAL INFORMATION**

Date of birth: 29<sup>th</sup> Feb 1984

Marital Status: Married

Address: 110, Eighth Avenue Austral, NSW 2179

Skills: Communication, Interpersonal relationship, caring

IT Skills: Microsoft Word, Excel, power point, internet/email

Personal Interests: Study, listening music and cooking

Language: English/Nepali/ Hindi

## **REFEREES**

- ❖ **Manisha Chettri Adhikari**  
**Assistant care Manager (Moran Aged Care Group)**  
**PH No: 0411539620**  
**Email:- Chettrimanisha88@gmail.com**
  
- ❖ **Sushila Sharma**  
**Registered Nurse**  
**PH NO: 0424718488**  
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**Thank you**