



Ms. Rosemin Lata

 roseminlata3@gmail.com

 0452653048

OBJECTIVE

Seeking the job of a caregiver to utilize my kind-hearted nature, ability to work with elderly and children and sound medical education background.

EDUCATION

Certificate IV in Ageing Support Australian Institute of Business and Technology	Year completed 2023
Certificate III in Individual Support (Ageing) Australian Institute of Business and Technology	Year completed 2023
Basic Certificate in Age care Prestige Caregiving	Year completed: 2022
Certificate in Computing University of the South Pacific	Year completed: 2002

EXPERIENCE

Age care Worker Our Lady of Consolation 32 Evans Road, Rooty Hill, NSW	November 2022- present
Process Worker (Casual) Picasso Foods Australia 30 Lidco St, Arndell Park, NSW	September 2022- January 2023
Elderly care worker Old Peoples Home Totoya St, Samabula, Suva, Fiji	August 2021 – July 2022
Shop Manager Vintage Clothing Suva, Fiji Islands	August 2019 – February 2021
Accounts Officer Total Advertising Fiji Ltd Suva, Fiji Islands	February 2014 – July 2019

Administrative Assistant
Signwave Fiji
Suva, Fiji Islands

December 2012 – February 2014

Sales and HOD
Jacks of Fiji
Suva, Fiji Islands

March 2009 – November 2012

Cashier
RB Patel Group
Suva, Fiji Islands

March 2004 – April 2007

KEY SKILLS AND COMPETENCIES

Age care skills

- Assisting in mobility
- Accompanying in daily activities
- Preparing/Serving food
- Organizing social activities
- Housekeeping tasks like cleaning or vacuuming
- Taking care of their hygiene
- Providing emotional support and companionship
- Going shopping or other activities

Customer relation

- Greeting customers (face to face and phone calls)
- Attending phone calls (customer care online)
- Conference meeting
- Handling customer complains

Office and administrative

- Preparing Journal entries/ payroll
- Invoices
- Data entry
- Human resource management
- OHS compliance
- Managing company finance

REFERENCE

Available on request.