

RAYA, Roshani

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OBJECTIVE

To seek a growth oriented career in an organization, that provides a continuous learning and support, which offers a high level of responsibility, challenge and opportunity where my personal/professional skill are effectively utilized.

PERSONAL ATTRIBUTES

- Good interpersonal and communication skills
- Enthusiastic, self-motivated and fast learner
- Self organised with time management skills
- Ability to work in harmony with Co-workers, a team player.
- Committed to solid work ethic of honesty and integrity, this includes dedication to professional competency and excellence
- Eyes on Details and focus on quality improvement

EMPLOYMENT

November 2020- Till date Ruby Manor, Carramar

September 2020-November 2020 Peakhurst Lodge (The Sister of Our Lady of China), Peakhurst

May 2017- August 2020 Columbia Aged Care Services- Willowood, Chatswood

Responsibilities:

- Administering medication(Medication competent)
- Assisting clients with personal care and activities of daily living
- Assisting clients to their appointments, outings and social engagement
- Providing companionship and support during daily activities.
- Maintaining a safe living environment by eliminating risks or hazards as outlined or detected.
- Monitoring individual's health and reporting immediately about the findings to the immediate superior/supervisor. Familiar with detecting decline in health status and abnormalities with overall consumer's health
- Competent in using the equipment's such as hoists, lifters, pelican belts, and vital obs machines.
- Able to develop a bond and will always respect the culture, dignity and privacy of the consumer.
- Able to work in accordance with current aged care quality standards.
- Familiar with technology and able to use it as per the requisite of the company guidelines.
- Able to follow the care plans and instructions provided by the superiors.

- Attending educations and mandatory trainings as organised by the facility to enhance my skills.

2011-2014 Mercure Sydney - CBD

2008-2011 Meriton Serviced Apartments - Parramatta

Responsibilities:

- To maintain hygiene and safety of bedrooms
- To make sure the facility is clean and orderly so guest feel comfortable, safe and satisfied with their stay
- To make beds, change linen and tidying with high quality service
- Worked in hospitality management as a housekeeper

2004-2008 Nep Trade Pvt. Ltd (Nestle India Ltd) - Kathmandu, Nepal

Responsibilities:

- Provide excellent customer service.
- Manage and maintain stock in accordance to company guidelines.
- Building productive relationships with colleagues and superiors as well as with stakeholders.
- Utilising the assets in the most optimum manner and safeguarding it at the same time.

EDUCATION

2015-Current Bachelor of Nursing-University of Tasmania

2012 Professional year (SMIPA) Skills Migrant Internship Program for Accountants - Western Sydney Institute-TAFE

2012 Certificate III-Employment, Education and Training-Western Sydney Institute-TAFE

2009-2011 Bachelor of Professional Accounting - Holmes Institute

2008-2009 Diploma of Business Management - Australian Institute of commerce &Language

TRAINING

2023 Workplace conduct
Behaviour support plans
Restrictive practise and restrains
Dementia:decalation strategies

2022 Infection control
Code of conduct for aged care

2021 Provide support to people living with dementia(Dementia Australia, CGCAGE005)
Abuse, unexplained absences & SIRS

References

Christy Tan
Ruby Manor
Care support Manager
Email: christy.tan@yahoo.com
Phone no: 0450 700 098

Emile Bautista
Ruby Manor
Registered Nurse
Email: jean_caragay@yahoo.com
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Rachelle Anne Magpantay
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