

## RESUME

Name: Roshni Devi Sharma  
DOB: 13/03/1979  
Contact: 0405941313  
Address: 5 Hodkin Place, Ingleburn NSW 2565  
  
Email: [rdsharma@hotmail.com](mailto:rdsharma@hotmail.com)

### **Objectives**

To obtain a position in a Health Care Facility where I can utilize my skills, knowledge and experience to provide quality health care.

### **Experience**

Company (current)	Mobility Group
Company	Scalabrini Village
Position	Care Service Employee Dementia Care Unit / Palliative Care Unit Respite Care Unit
Period Of Employment	7 Years
Company	Solectron Global Services
Position	Data Entry Administrative Officer / Customer Service Quality Control / Finance / Revenue Department
Period Of Employment	2 Years
Company	Woolworths Limited
Position	Checkout Operator Customer Service / Enquires / Refunds
Period Of Employment	5 Years
Company	Medical Centre
Position	Receptionist Administrative Officer / Customer Service
Period Of Employment	3 Years

## **Education and Qualifications**

2014 Palliative Care Guidelines Module 1- 4	Silver Chain
2014 Understanding Dementia	UTAS Faculty Of Health
2010 Certificate III in Aged Care (Assistant In Nursing) Home and Community Care	YWCA Campbelltown
2001 Computerized Accounting ( M.Y.O.B ) V.10	BEST Bankstown
2001 Word For Windows 97 ( Basic )	BEST Bankstown
1996 High School Certificate	Nausori Fiji
2023 First Aid Certificate including CPR HLTAID009 HLTAID010 HLTAID011	AWFA Campbelltown
2023 National Police Check As at 16/02/2023	Service NSW (online)
2023 Working With Children Check Valid Till 03/02/2028	Service NSW (online)
2023 NDIS Worker Orientation Module (Certificate Of Completion)	

## **Other Key Accountabilities**

- Demonstrated commitment to providing superior customer service and greeting clients.
- A proven ability in face-to-face customer service, including cash handling, balancing a register, costing, purchasing, ordering, stationery, along with exceptional communication skills.
- A high level of organizational and interpersonal skills as well as proven resolution skills.
- Ability to train in-house.
- Supervisory Skills.
- Ability to deal effectively with enquiries from customers, as well as other health professionals in an efficient and courteous manner.
- Ability to develop and implement new systems and train others of their use.
- Working Knowledge of computer packages.
- All other general duties including filing, photocopying, accounts payable, accounts receivable, purchasing, sending confirmation letters to customers, ordering couriers statewide and international.
- Extensive knowledge of handling telephone calls from customers and other professionals.
- Working in a health Facility, Data Entry, Filing, I Care System, answering phone calls, reception, booking appointments, admissions, transfers, documentations etc

### **Assistant Nurse Duties Undertaken**

- Provide Personal Care  
Dressing ( according to patients needs, ranging from minimal assistance to totally dependant)  
Bathing ( bed baths, showers, bed sponge)  
Toileting ( assisting with bedpans & urine bottles, catheter bag, help to the Bathroom, provide incontinent care for patients who need it)
- Assist patient/resident with Colostomy Bag, Ventilation, Peg Tube, medication
- Vital Signs ( BP, BSL, T, Pulse, Weight etc)
- Preparing food on tray, feeding
- Assist with lifting, moving, and positioning of resident into wheelchairs, hoist transfers, trolleys, chairs commodes and beds
- Range of motion exercises, as prescribed by physiotherapy
- Making bed and keeping the patients rooms and belongings neat and organized
- Ensuring that patients with bedridden are turned at least every two hours, to ensure and to prevent bedsores ( usually in Palliative Care Unit)
- Report all changes, physical and mental of the patients to the registered nurse incharge
- Post Mortem Care
- Safety awareness - keeping an eye on wanderers and watching for potentially dangerous situations
- Documentation - Accurate and timely daily documentation on the care provided to each patient using I Care System (computer)
- Filing, Faxing, Transfers to hospital, Appointments, Customer Service, Booking doctors for patients etc

### **MS ACCESS**

Excel Spreadsheet

Word Processing

Microsoft Outlook / Microsoft Word

### **Interests**

Attending Information Nights, traveling, fishing, gardening, cooking, music, computers

## **Referees**

Name Ashlin Yadavalli  
Position Recruitment Coordinator  
Organization Mobility Group  
Contact 0418691468  
Email [hellotoashlin@gmail.com](mailto:hellotoashlin@gmail.com)

Name Ragni Ronita  
Position Registered Nurse  
Organization Scalabrini Village  
Contact 0411928855  
Email [ragnisharma27@gmail.com](mailto:ragnisharma27@gmail.com)

Name Zoe Vesty  
Position Registered Nurse  
Organization Scalabrini Village  
Contact 0418691468  
Email [zvpg13@yahoo.com.au](mailto:zvpg13@yahoo.com.au)