

# SHIWANI KHANAL

Auburn NSW 2144

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Motivated high school student with a track record of academic excellence looking for part-time work. Intends to develop professional work experience utilizing excellent communication and time management skills. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## Personal Details

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**Eligible to work in Australia:** Yes

**Highest Level of Education:** Bachelor Degree

## Work Experience

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### Student Placement

RFBI Concord Community Village - Rhodes NSW

July 2023 to August 2023

- Empowered residents to complete tasks within individual capacity.
- Assisted patients by providing dignified personal care.
- Established positive routines to support mental wellbeing.
- Bathed, dressed and groomed clients to help service users maintain good hygiene practices.
- Checked on residents multiple times throughout shift.
- Monitored and documented patient vital signs and behaviors.
- Offered clients emotional support, companionship and entertainment.

### Registered Nurse

Lumbini City Hospital - Butwal, Nepal

October 2021 to January 2023

- Protected patients through careful monitoring and consistent use of aseptic techniques.
- Helped patients feel comfortable and at ease with treatments and care using culturally-appropriate strategies.
- Improved recovery by educating patients and caregivers on proper at-home care and treatment regimens.
- Managed direct care of patients, conducted assessments and documented care activities.
- Educated patients and caregivers on proper at-home care and treatment regimens.
- Dressed, cleaned and redressed wounds for optimum healing.

### Front Desk Receptionist

Flying Kangaroo Education - Bhairahawa, Nepal September 2020 to

December 2020

- Received incoming calls and coordinated with staff to fulfill customer requests.
- Greeted customers, answered general questions and directed to appropriate locations

- Handled payment processing and provided customers with receipts and proper bills and change.
- Transmitted information or documents to customers through email, mailings or facsimile machine.

## Education

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### **Bachelor's degree in Early Childhood Education**

IKON Institute of Australia - Sydney NSW

September 2023 to Present

### **Certificate III in Aged Care**

RFBI Concord Community Village - Rhodes NSW

July 2023 to August 2023

### **Graduate diploma in Nursing**

Oxbridge Technical College - Butwal, Nepal

June 2017 to March 2021

## Skills

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- Attentive to People
- Adaptive skills
- Vital signs
- Case Management
- Food safety
- Communication skills
- Customer service
- Ability to work well with others
- Laboratory Experience
- Heavy lifting
- Care plans
- Personal Care Assistance
- Responsible

## Languages

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- Nepali - Native
- Hindi - Intermediate
- Hind - Intermediate
- English - Intermediate

## Certifications and Licenses

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### **Registered Nurse In Nepal**

September 2021 to Present

- Hardworking Registered Nurse licensed in Nepal and trained in monitoring and caring for patients with diverse needs.
- Familiar with updating charts, tracking vitals and preparing biological samples.
- Safety-oriented and knowledgeable about infection control and prevention protocols.
- Willing to take on any task to support team and help business succeed.
- Dependable employee seeking opportunity to expand skills and contribute to company success.
- Considered hardworking, ethical and detail-oriented.

## Additional Information

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### REFERENCE

Laaaina Kalauta (AIN Co-ordinator)  
Concord Community Village, RFBI  
Contact Number 0405642730

Drishti Sharma Bhushal (AIN)  
Concord Community Village. RFBI  
Contact Number 0416494603

Rajan Khatiwada Placement Coordinator  
[rkhatiwada@aussieglobeacademy.com.au](mailto:rkhatiwada@aussieglobeacademy.com.au)  
Contact Number 0420498555

Anusha Sharma ( Co- Worker)  
Contact Number 0451350370