

SABINA SHRESTHA

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PROFESSIONAL SUMMARY

Highly energetic, motivated, and outgoing individual seeking challenging and rewarding position where I can utilize my knowledge, proficiency, and skills. Aimed to work in an environment of mutual learning rendering all my services efficiently, diligently and with utmost honesty and sincerity.

PROFESSIONAL EXPERIENCE

Caregiver

Feb 2022 - Current

Carer

AIN- PCA, Bupa Aged Care

- Providing quality resident care and covering shift in place of customer service consultant on roster basis.
- Handling telephone calls and answering general enquiries.
- Transferring phone calls to relevant clients and registered nurse in home
- Confirming relevant visitor information, assisting them with RAT test.
- Monitor, screening and coordinate visitors to verify accessibility to the home.
- Administration and personal care as per the company guidelines and policies.
- Providing ambulation and personal-hygiene assistance

Aug 2018 - Jul 2020

Club Officer- Education

Baneshwor Toastmasters Club

- Planning, implementing, and coordinating the toastmaster educational and leadership programs.
- Functioning as base camp manager to help facilitate member progress by verifying education, approving requests, and tracking progress.
- Managing, supervising, and keeping track of toastmaster's mentorship program
- Established performance goals for club and provided methods for reaching milestones.
- Created and made appropriate documentation for

DCP (Distinguished Club Program) and leadership goals.

- Led team in educational and leadership programs.
- Helped team in achieving their communication goals through pathway learning module.
- Delivering Educational speech through various presentations.

Jul 2014 - Jul 2018

Officer (Volunteer)

Rotaract Club of Baneshwor
Royal

- Communicated regularly with club members concerning data exchange and technology integration for maintaining club data.
- Website management, update, and maintenance.
- Closely collaborated with members to identify and quickly address problems.
- Maintaining proper documentation for each process required for the support and maintenance.
- Assisting club members with planning and organizing for the Rota year
- Working on variety of Rotary/Rotaract service projects to support initiatives and network with members.
- Serving the club board and club administration committee, managing club correspondence, maintaining club records.

Jun 2017 - Sep 2017

Customer service

Barista, Himalayan Arabica
Beans Coffee Lounge

- Supporting the team in running an efficient, professional safe and operational management.
- Managing inventories, stocking supplies.
- Handling Espresso Bar department, Coffee preparation and Cashiering
- Basic knowledge of coffee roasting.
- Provide primary customer support to internal and external customers.

EDUCATION

Certificate III in Individual Support in Health and Medical Service New Futures Training, 11
Melbourne Western Suburbs | Munro, Coburg, VIC

**Bachelor Degree of Engineering : Information Technology Cosmos College of
Management and Technology**

Lalitpur, Nepal