


Sadiksha Regmi

Care Service Employee

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-  1/35 Lismore Avenue,
Dee Why, NSW, 2099
-  Female

Profile

I am eager to join an organization that offers a challenging role where I can leverage my robust technical skills and knowledge to contribute to the achievement of the company's business objectives. My commitment to professional growth ensures that I will continuously strive to enhance my capabilities while delivering value to your team.

Certificates

- SITXFSA001 - Use hygienic practices for food safety, Australia
- CHC43115 - Certificate IV in Disability
- CHC33015 - Certificate III in Individual Support (Ageing)

Skills

- Recreational Assistance ● ● ● ● ●
- GAP Solution ● ● ● ● ●

Professional Experience

Care Service Employee

The Salvation Army

Aug 2022 – present | Collaroy, Australia
Engage with residents to understand their experiences and provide emotional support, addressing any concerns or complaints promptly. Collaborate with healthcare teams to develop and implement strategies that enhance care services, continually monitoring and evaluating their effectiveness to suggest improvements. Educate residents and their families about care procedures, treatment plans, and available services, facilitating clear and effective communication between all parties involved. Coordinate various care services to ensure a seamless and efficient experience for residents, working with multidisciplinary teams to manage care plans and transitions between services. Utilize data collection and analysis tools effectively, maintaining proficiency in using electronic health records and other relevant healthcare technologies to support residents care initiatives.

Recreational Activity Officer

The Salvation Army

May 2023 – present | Collaroy, Australia
Expertise in Recreational Program Design: Craft and execute a broad range of engaging recreational activities, tailored to participant interests and capabilities. Participant Relationship Building: Foster positive connections, offer support, and stimulate active participation to elevate experience and engagement. Facility & Equipment Oversight: Ensure the safety and upkeep of recreational spaces and equipment, managing setup and breakdown procedures. Administrative Excellence: Diligently maintain documentation, oversee budgeting, procure supplies, and coordinate event logistics. Core Competencies: Demonstrate exceptional organizational, communicative, creative, interpersonal, and problem-solving abilities in program management.

Customer Service Officer

Coles

Sep 2021 – Feb 2024 | Dee Why, Australia
• Delivered exceptional customer service, fostering a welcoming atmosphere to enhance the shopping experience.
• Facilitated efficient checkout processes and ensured the smooth handling of product deliveries.
• Executed timely price updates and adjustments within the department to maintain accurate pricing.
• Spearheaded daily store operations including markdowns, label printing, and ticketing.
• Acted as Lead, steering team efforts and store management in the absence of the manager.
• Collaborated with various departments on office tasks, including invoice processing through EMC.
• Undertook additional responsibilities as delegated by management to support store objectives.
• Maintained store presentation by restocking shelves and ensuring a clean, organized environment.

Languages

| | |
|---------|-------|
| English | _____ |
| Nepali | _____ |

Administration Assistant

Integrated Groceries of Australia (IGA)

Mar 2018 – Aug 2022 | Bondi Beach, Australia

- Delivered exceptional customer service, fostering a welcoming atmosphere and efficiently managing checkout processes.
- Executed timely price adjustments and updates within the department, maintaining accurate pricing and signage.
- Supported store operations through daily tasks including markdowns, label printing, and ticketing.
- Stepped up as acting lead in the manager's absence, ensuring seamless team coordination and workflow.
- Collaborated with various departments on office tasks, handling invoices in EMC with precision.
- Maintained store presentation by restocking shelves and ensuring a clean and orderly environment.

Education

Master's Degree

Victorian Institute of Technology

2024 – present | Sydney, Australia

Bachelor of Business (Accounting)

Melbourne Institute of Technology

2018 – 2020 | Sydney, Australia

- Comprehensive curriculum encompassing core subjects such as economics, accounting, finance, marketing, management, and business analytics, with elective specializations in international business, entrepreneurship, and digital marketing.
- Emphasis on practical experience through case studies, collaborative projects, workshops, seminars, and industry excursions.
- Skill enhancement in analytical thinking, effective communication, leadership, teamwork, and technological proficiency.
- Global perspective gained through study abroad and exchange programs, along with coursework in global business trends and cross-cultural management.
- Career support services including job placement assistance, resume crafting, interview coaching, and a robust alumni network for mentorship and professional growth opportunities.

Secondary Education

Motherland Higher Secondary School

Apr 2015 – Apr 2017 | Pokhara, Nepal

References

Available Upon Request