

Saraswoti Thapa

29 Hampstead Rd, Homebush West, NSW, 2140

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Hardworking and passionate job seeker with organizational skills and knowledge. Ready to help the team to achieve focus goals. A committed job seeker with a history of meeting center needs consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organization.

I am seeking a permanent part time position that offers professional development opportunities utilizing my extensive interpersonal skills, excellent time management, quick decision making and problem-solving skills.

Education: -

TU, IOM Pokhara Nursing Campus

- Proficiency Certificate Level in Nursing (PCL) Diploma in Nursing

Bachelor's degree

- In pursue Bachelor of Community Services
- Stotts College 60 Hickson Road, Barangaroo, NSW, 2000

Strength and Skills

- Ability to work in a team irrespective of the cultural, social, and psychological background of teammates.
- Ability to maintain good interpersonal and professional relationships.
- Ability to work under pressure and in strategic departments. Good mastery of basic math, accounting, and computer skills.
- Ability to work with widely spoken language: English, Hindi, and Nepali Language
- Skilled multi-task with high efficiency and accuracy techniques to carry out tasks and meet deadlines.
- Ability to work in minimum supervision with confident to adapting dynamic environments.

Work Experience

Sai Archana Hospital (Pvt.) Ltd. – Pokhara, Nepal

18/02/2022- 06/04/2023

Worked as a Registered Nurse- patient care, medication, documentation, counselling, etc.

Margadarshan Academy – Pokhara Nepal

04/2021- 01/2022

Front Desk Officer- Handling call, Customer Service, Solving customer queries, Counselling, etc.

Declaration: -

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and skills.