


# SHAGUN GANDHI

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 Schofields, NSW 2762

## PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level assistant nurses position. Ready to help team achieve company goals. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## SKILLS

- Observing responses
- Supporting personal needs
- Direct Patient Care
- General housekeeping
- Time management
- Bathing and dressing
- Patient bathing and showering
- Client requirements
- Isolation precautions
- Work area cleaning
- First-Aid knowledge
- Nutritional requirements understanding
- Manual Handling
- CPR knowledge
- NDIS SCREENING CHECK
- WWCC
- Infection control knowledge
- Hand hygiene knowledge
- NDIS Worker Orientation Module
- Personal care
- Domestic help
- Emotional Support
- In home care
- Help around home
- Bowel care

## EDUCATION

**K.V.A D.A.V college for women**  
India • 05/2018

**Bechlors of commerce** : commerce

**GCA College**  
Sydney, Expected in 02/26

## WORK HISTORY

**Hireup/ Evergreen home care- Support Worker. December 2023/ (Currently working)**

- Responded to patient requests for supplies and personal comfort items such as extra blankets.
- Transported patients between rooms and appointments or testing locations
- Completed activities of daily living for patients unable to self-care, and assisted those with limited mobility in completing tasks.
- Observed patients under care conditions to help identify symptoms, responses to treatments and progress with goals.
- Followed directions of licensed nurses to administer medications and treatments.
- Changed linens in rooms, keeping spaces fresh and clean for patient health and satisfaction.
- Helping around the home, mentioning the living area.

**Kumars taj - Wait Staff Member**  
**Quakers hill • 05/2023 - 12/2023**

- Cultivated warm relationships with regular customers.
- Explained menu items and preparation methods to provide high level of customer service and promote dining atmosphere.
- Practiced safe, sanitary food handling for preparation and service to maximize pleasant dining experience.
- Bussed and reset tables to keep dining room and work areas clean.
- Set up dining room to promote welcoming environment and meet or exceed hospitality and service standards.
- Assisted in food preparation as directed while following instructions to meet specific dietary needs.
- Arranged and prepared tables for customers to offer memorable experiences to guests and foster repeat business.

**Housekeeping - Housekeeper**  
**Rouse hill • 07/2023 - 10/2023**

MBA

supreme education & training PTY  
LTD

Sydney • 12/2023

*Certificate 3 in individual support*

- Hand-dusted and wiped down office furniture, fixtures, and window sills to keep areas clean and comfortable.
- Disposed of trash and recyclables each day to avoid waste buildup.
- Dusted picture frames and wall hangings with cloth.
- Slid beds, sofas, and other furniture aside to wipe down baseboards and remove dust and dirt from hard-to-reach areas.
- Cleaned and stocked guest rooms by replacing used towels and linens vacuuming floors, making beds, and restocking bathroom items.
- Removed bed sheets and towels from rooms and pre-treated stains to maintain and restore linen condition.
- Washed and put away kitchen dishes, utensils and glassware.

#### Anglicare Newmarch - Student Nurse Assistant

Kingswood • 11/2023 - 12/2023

- Responded to patient requests for supplies and personal comfort items such as extra blankets.
- Changed linens in rooms, keeping spaces fresh and clean for patient health and satisfaction.
- Transported patients between rooms and appointments or testing locations.
- Helped patients with self-feeding and assisted feeding, based on individual needs.
- Assisted nursing staff with completing daily rounds, documenting vital signs and answering calls.
- Completed activities of daily living for patients unable to self-care, and assisted those with limited mobility in completing tasks.
- Observed patients under care conditions to help identify symptoms, responses to treatments and progress with goals.
- Followed directions of licensed nurses to administer medications and treatments.

#### • LANGUAGES

Hindi:

  
Native or Bilingual

English:

  
Full Professional

#### REFERENCES

- Harvinder Cheema, Workplace Trainer, Anglicare Newmarch, Kingswood  
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