

Shayal Shivani Kumar

23 Infantry Parade, Holsworthy NSW 2173

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Professional Summary

Reliable and detail-oriented individual with diverse experience in logistics, customer service, and accounts. I am currently pursuing a Diploma in Nursing and eager to contribute positively to the aged care and community services sector. Committed to maintaining compliance, quality, and compassionate care standards.

Work Experience

Assistant In Nursing

Fairlea Aged Care – Rosehill

May 2025 - Present

Picker/Packer

Cargo Viking Logistics – Smeaton Grange

February 2024 – Present

- Conduct order picking and packing using RF scanners
- Ensure accurate and timely dispatch of goods
- Maintain cleanliness and safety in the warehouse

Accounts Receivable Officer

Ashok Transport – Suva, Fiji

February 2022 – January 2023

- Managed invoices, payments, and customer accounts
- Performed bank reconciliations
- Maintained accurate financial records

Cashier

New World Supermarket – Suva, Fiji

January 2019 – January 2022

- Handled daily cash transactions and EFTPOS
- Provided customer service and managed inventory
- Balanced registers and prepared daily reports

Education

Certificate IV in Ageing Support

Queensford College – Parramatta

April 2024 – May 2025

Bachelor of Commerce in HRM & International Business Marketing

University of the South Pacific – Suva, Fiji

January 2020 – March 2024

Certifications & Checks

- National Police Check (NSW, No Disclosable Outcomes, Issued March 2025)
- COVID-19 Vaccination Certificate (4 doses including boosters)
- First Aid Certificate
- NDIS Worker Screening Check

Skills

- Accounts Receivable & Reconciliation
- Cash Handling & Sales
- Order Picking & Warehouse Operations
- Customer Service
- RF Scanner Usage

- Office Management
- Time Management
- Attention to Detail
- Personal care assistance (bathing, grooming, toileting)
- Monitoring vital signs (temperature, blood pressure, pulse)
- Assisting with mobility and transfers
- Support with nutrition and hydration
- Following care plans and reporting changes
- Maintaining hygiene and infection control standards
- Companionship and emotional support
- Assisting in medication reminders under supervision

References

Mandy - Viking Cargo (Supervisor)

0409409421

Velocity - Viking Cargo (Supervisor)

0402907494

Kitty - Fairlea Aged Care (Care Manager)

0280734078 / 0447449009