

SHIVALI CHAND

Shivali Syhal Chand

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Bringelly
New South Wales
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Introduction

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value. Seeking to utilize excellent communication, interpersonal, and organisational skills to complete tasks. Reliable with a good work ethic and the ability to quickly adapt to new tasks and environments.

Academic History

Certificate IV in ageing support
Lead Collage
2023- current

Certificate in Nursing Profession
Cursa Application
2023

Certificate in First Aid Training St John Ambulance
Cursa Application
2023

Key Attributes

- Excellent oral and written communication skills
- Knowledge in looking looking after mental health patients
- Knowledge in basic life support skills
- Working with elderly people
- Flexibility with excellent time management
- Ability to use manual handling technique
- Able to work as a team player

- I have interest working with elderly people
- Office Administration
- Mail handling
- Minute Taking
- Letter preparation
- Bookkeeping
- Appointment Scheduling

Education

Dudley high school

2014-2019, TOORAK ST

Suva methodist school

2011-2013, TOORAK ST

Annesley methodist church

2008-2010, TOORAK ST

Work Experience

Mohiz Enterprises Pty Ltd | Sydney, New South Wales

Administrative Assistant-Present

Maintained files and filing, keeping sensitive information confidential. Answered phone calls, directed inquiries to appropriate personnel, and responded to customer requests in a timely manner. Provided administrative support to management staff, including scheduling meetings and appointments, preparing agendas, taking minutes, and maintaining records.

Lynch Group Australia Pty Ltd

2023-2023

Creating of floral displays, wreaths and bouquets
Using flowers,plants,dried flowers and foam,
Flower arrangement and also arranging delivery to customers

Jacks of fiji / sales person

2022-2023, DAMODAR CITY

I have a strong background in sales, with experience in both retail and business-to-business sale

Highly skilled at creating new relationships and maintaining strong customer relations to generate business

Surplus superstore / cashier

2018-2021, TOORAK ST

Managed cash drawers and cash pickup

Completed monetary deposit

Operated cash registers, receiving and processing funds, and scanning and packing merchandise

Other Achievements

Certificate in Service culture

Certificate in Nursing Profession

Certificate in First Aid Training St John Ambulance

School prefect in my high school year 10 and 11

Up to date with my Covid vaccine

Up to date with my Police Check

Up to date with my Flu Vaccine

Referees

Mamta Thakur(Lecturer)

Lead Collage

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