

SHRADDHA SUBEDI

17 Wilga Street, Burwood, NSW, Australia

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Objective

A proactive, self-motivated, energetic, hardworking and customer-focused. Well-developed skill in forming trusting relationships with customers as well as quickly reacting to their needs and presenting the most apt products and service. And to obtain a position in a Health Care Facility where I can utilize my skills, knowledge, and experience to provide quality health care. Able to work both in team and on own initiative, with a proven record of contributing to process improvement. Resilient and confident and works well under pressure. Seeking a role within a health and care industry in which to use acquired skills and interest.

Skills

- Analysis, strategy development and delivery from identified needs
- Traditional care and commitment to organizational targets
- Rapport and relationship management
- Enthusiastic, knowledge-hungry learner and committed to excellence in my work
- Highly motivated self-starter who takes initiative with minimal supervision
- Conscientious go-getter who is highly organized, dedicated and committed to professionalism
- Resourceful team player who excels at building relationship with customers and colleagues
- Productive employee with solid work ethic who exerts optimal effort in successfully completing tasks.

Additional skills-Proficiency

- Microsoft word
- Excel
- Power point
- Language: Fluency in English and Nepali

Training

- First Aid CPR
- Manual Handling
- Infection Control and Hand Hygiene
- PPE (Personal Protective Equipment)
- Medication

Work Experience

- 120 hours placement at Bupa Aged Care, Baulkham Hills

Certifications

- Certificate IV in Individual Support (Ageing)

KEY RESPONSIBILITIES

- Assisting with personal hygiene and grooming

- Taking vital signs and monitoring patient health
- Helping with mobility and transfers
- Assisting with meals and feeding
- Documenting and reporting patient information
- Providing emotional support and comfort to patients

Work experience

Woolworth CFC, Mascot, Sydney

- Picking and packing all the online orders.
- Providing exceptional customer service to every customer by leveraging extensive knowledge of products and services and creating a welcoming, positive experience.

Housekeeping, Meriton hotel, Bondi Junction

- Making beds
- Replacing dirty linens and towels
- Restocking guestroom amenities like toiletries, drinking glasses, and notepads
- Removing garbage, recycling, and room service trays
- Vacuuming, moping

Mina bay seafood shop, Bass hill Plaza, Sydney, NSW Handling cash register

- Customer service
- Cash handling

Education Qualifications Certifications

- Bachelor of Accounting

REFERENCE

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