

Sumeet Sanjit Lochan

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Objective

Seeking a challenging position as an Aged Care Worker where my compassionate nature, strong interpersonal skills, and dedication to enhancing the quality of life for elderly individuals can contribute to creating a supportive and nurturing environment. Committed to providing personalized care, fostering independence, and maintaining the dignity and well-being of residents in a professional and empathetic manner.

Experience - Summary

Carer - RFBI Masonic village Dubbo

16th January 2024- 3rd April 2024

Proficient in assisting with daily living activities, including personal hygiene and mobility support. Adept at building meaningful relationships with residents, families, and interdisciplinary teams, fostering a positive and supportive environment. Possesses excellent communication skills, a deep understanding of the aging process, and a commitment to upholding the highest standards of care. Dedicated to enhancing the quality of life for residents by promoting independence, dignity, and overall well-being.

Personal Care Worker – Calvary Henley Manor (120hrs Work Exp)

16th October – 6th November 2023

Proficient in assisting with daily living activities, including personal hygiene and mobility support. Adept at building meaningful relationships with residents, families, and interdisciplinary teams, fostering a positive and supportive environment. Possesses excellent communication skills, a deep understanding of the aging process, and a commitment to upholding the highest standards of care. Dedicated to enhancing the quality of life for residents by promoting independence, dignity, and overall well-being.

Administration Support – Braye Property Buyers Agency

1st July –1st December 2023

Accomplished Administration Support Officer at Braye Property Buyers Agency with a proven track record of efficiently managing administrative tasks and supporting day-to-day operations. Highly organised and detail-oriented, adept at handling correspondence, scheduling appointments, and maintaining meticulous records. Proficient in utilising office software and technology to streamline processes and enhance overall efficiency. Skilled in providing exceptional customer service to clients, stakeholders, and team members. Strong multitasking abilities and a collaborative approach to contribute effectively to the smooth functioning of the organisation. Dedicated to maintaining a professional and welcoming atmosphere while contributing to the success of Braye Property Buyers Agency through effective administrative support.

Education

Certificate 4 in Ageing Support

2024 – Currently undertaking

INT College

Certificate 3 in Individual Support (Ageing and Disability) 2023

INT College

Skills – Personal

Awards

Client Relationship Building
Communication
Energy and Persistence
Observational Skills
Teamwork
Hardworking and driven.

Academic Excellence 2023 INT College

Experience - Detail

Carer - RFBI Masonic village Dubbo

16th January 2024 – 3rd April 2024

- Providing physical, emotional, and social support to residents in aged care.
- Helping with showering, toileting, dressing, and other personal care and hygiene needs.
- Preparing meals and drinks.
- Tidying and cleaning, including sanitizing activities.
- Engaging with family members to offer observations, instructions, and updates.
- Providing companionship, conversation, and emotional support to residents.
- Assisting clients to get around and stay socially engaged.
- Teaching clients to use adaptive technologies to maintain their independence.
- Reporting any client issues or changes in their health and well-being.
- Maintaining hygiene.
- Offering mental support.
- Manual Handling.
- Feeding residents.
- Documentation

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Administration Support – Braye Property Buyers Agency

1st July 2023 - 1st December 2023

- Worked hard to fulfill administrative and clerical duties to ensure that the office ran efficiently.
- Managed all office correspondence such as answering phone calls and communicating with Clients, Real Estate Agents, Conveyancers and other parties involved in the property transaction.
- Arranged travel, and scheduled meetings, appointments, and events for the team.
- Performed property research, as needed, with help from the Senior Buyers Agent.
- Processed client billing properly.

Reference

- **RFBI Masonic village Dubbo**
 - Sandeep Kaur, Care Manger
 - 0419603709
 - sakar@rfbi.com.au
 - Ronald Datt-Carer
 - 0450471041
- **Braye Property Buyers Agency**
 - Krishan Asre, Director
 - 0415 645 477

- **Calvary Henley Manor**

- Ryan Apostol, Supervisor/RN
- 0424 784 530
- Yvonne Grecia, RN
- 0430 173 063

- **INT College**

- Sarita Mudaliar, Director
- 0411 811 625
- sarita@int.edu.au