

## **Sweta Shrestha**

**Gender** : Female  
**Age** : 23years  
**Nationality** : Nepali  
**Address** : Hornsby, 2077 NSW  
**Contact Number** : 0450990923  
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### **WORKING EXPERIENCE:**

- Completed clinical placement as AIN student with proper documentation in Advance College, Burwood.
- Volunteered for earthquake victims in the regional areas of Nepal for 6 months.
- Worked as Registered Nurse in Nepal for 14 months
- Worked as a Receptionist/Administrative Officer in Advance College, Burwood.
- Worked in a housekeeping in Cottage Point Inn.
- IGE (Incoming Global Entrepreneur)/Intern in AIESEC.

### **ATTRIBUTES:**

- Possess strong organizational skills
- Have a collaborative and team-oriented approach
- Strong customer service focus and ability to priorities
- Knowledge of medical terminology and infection control standards
- Have awareness of WHS, fire regulations and manual handling procedures
- Creativity & Optimistic Analytical & logical thinking
- Excellent interpersonal and communication skills
- Patience, energetic and calm under-pressure.

- Strong willing power and effective communication
- Teamwork, positive attitude, reliable and ethical

## **KEY RESPONSIBILITIES:**

### **CLINICAL PLACEMENT as AIN student**

- To establish rapport with families, staff and volunteers and facilitates communication between
- To protect the rights of residents and ensures care provided maintains resident's dignity
- To respect the confidentiality of residents as well as other team members
- To have an understanding and commitment to Continuous Quality Improvement
- To attend the personal needs of the resident including all activities of daily living, social
- To provide opportunities for residents to participate in meaningful activities
- To support resident's choice/decision making
- To provide domestic services in the residential facility including food handling, laundry, cleaning
- To report and document any changes in resident's health and well-being
- To maintain hygiene/safety practices in accompanying caring tasks
- To demonstrate an ability to complete appropriate Incident/Hazard Reports
- To have awareness of practices and maintains a safe environment including Fire Safety,
- To maintain the workplace equipment and environment
- To recognize health and environmental hazards and reports damages, faults and problems
- To fulfill duties as allocated and prepared to alter routines to meet the changing needs of the residents
- To maintain appropriate hand-washing techniques
- To follow correct Manual Handling Procedures

## **EDUCATION:**

- Certificate IV in Ageing Support (August 2023)  
(Advance College, Burwood)

## **TRAININGS:**

- Manual Handling
- Infection Control and hand hygiene
- First Aid Training
- Incidents/accidents/hazards management training
- WHS training
- Elder abuse training
- Dementia handling

## **CERTIFICATIONS:**

- Certificate IV in Ageing Support
- NSW Police check
- Working with Children Check

## **REFERENCES:**

1. **Asmita Pulami** (AIN in Thomson Health Care, Gosford)  
**0484906336**
2. **Kajal Shahi** (0426678090)

**(AIN at Catholic Health Care)**

- 3. Soniya Shrestha (placement@advancecollege.edu.au/ 0468340854)  
(Placement Co-Ordinator, Advance College)**
  
- 4. Pushpa Aryal Ghimire (pushpa@advancecollege.edu.au / 0404922641)  
(CEO, Advance College)**