



Chophel Zangmo

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Career Objectives

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while significantly contributing to the company's success.

PROFESSIONAL SKILLS

- Ability to work successfully with others on collaborative projects and efforts.
- Competency in Microsoft Word, Excel, PowerPoint, and Outlook environments.
- Performs own duty of care.
- Organized and effective communicator with the ability to learn quickly and develop expertise to produce efficient contributions to the organization
- Handful experience in focusing on completing all tasks quickly and with high-quality standards in mind
- In-depth knowledge of safety practices and hazards at the workplace.

PERSONAL ATTRIBUTES

- Strong work ethics, exceptionally reliable and hardworking
- Effective communication, prioritization, Adaptability, and punctuality.
- Ability to work well in a team or independently with minimal supervision
- Keen attention to detail.

QUALIFICATIONS

B.com (Hons), North Eastern Hill University, India, 2015.

TRAINING

- *First Aid Training
- *CPR Training
- *Manual Handling

CERTIFICATES

- *CHC43015 Certificate IV in Ageing Support
- *First Aid and CPR Certificate
- *Certificate of Achievement for Manual Handling Training.

WORK EXPERIENCES

Assistant in Nursing- Heritage Kingswood Aged Care Facility

- Help residents with activities of daily living like eating and bathing.
- I have maintained a clean and well-organized environment for client happiness and safety.
- Followed safe lifting and transferring techniques to transport residents.
- Observed patients for changes in physical, emotional, mental, or behavioral conditions and injuries.

Kitchen Steward, Kitchen Logistic Department -ICC Sydney Pty Ltd, Sydney.

- Ensure the storage areas are clean, well-maintained, and organized at all times.
- Operate machines and maintain a hygienic working environment.
- Cleaning and polishing cookware and surfaces, cleaning equipment.

Room Attendant- Sofitel Sydney Darling Harbour, Sydney.

- Organized, diligent, and skilled in handling multiple cleanings.
- Completing all tasks quickly and with high-quality standards in mind.
- Ability to work on my own to be thorough and pay attention to detail. Sensitivity and understanding to remain calm in stressful situations

Administrative/Finance Officer, Institute for Management Studies Limited (IMSL), Thimphu, Bhutan

- To maintain records of all the daily accounts and assets of the company.
- Bill Preparation for daily sales and accounts settlement.
- Coordinate with other departments and units regarding financial matters.

REFERENCES

Niranjan Prasai

Training Manager / Trainer

Oscars Training Centre

Ph. No: 0451995201

Email: prasainiranjan2014@gmail.com

Sofitel- Sydney Darling Harbour

Dechen Tshomo- Supervisor

0492822046

Heritage Kingswood Aged care

Kinley Dorji

0420315649

ICC-Darling Harbour, Sydney

Prashant- Supervisor

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IMSL

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