



TUMEE BUKHSUURI

Waterloo, NSW 2017

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SUMMARY

Dedicated Direct Care Worker passionate about helping clients lead fulfilling lives by managing health-related conditions. Knowledgeable about medication administration, appointments and social activities. Well-organized and compassionate with good relationship-building skills.

SKILLS

- Dementia Care
- Mobility Assistance
- Activity Planning
- Compassionate Care
- Personal Hygiene Assistance
- Feeding Assistance
- Basic Housekeeping
- Documentation
- First aid and safety
- Respectful and Compassionate

EXPERIENCE

Sales Assistant / Uniqlo - Sydney, NSW

07/2024 - Current

- Greeted customers and provided assistance with product selection.
- Organized stockroom shelves, racks and bins according to store layout and product categories.
- Provided customer service by answering questions, resolving problems, and responding to complaints in a timely manner.
- Maintained cleanliness of the sales floor area at all times.

Offica Administration / Lolic Energy Solutions - Sydney, NSW

09/2021 - 07/2022

- Maintained supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Mastered outstanding customer service, addressing inquiries with efficiency and care, which led to a 45% surge in positive Google reviews over 3 months.
- Produced 10+ daily applications on the Ausgrid platform, **entering client financial details** and solar panel specifications to secure government rebates, resulting in an estimated \$3,000 in savings per household.
- Recorded transactions, invoicing and conducting daily banking activities.

Nursing Assistant / Khuvsgul Hospital - Ulaanbaatar, Mongolia

06/2015 - 01/2017

- Assisted with activities of daily living such as bathing, grooming, dressing and toileting.
- Organised and monitored medication schedules for elderly clients.
- Prepared meals according to prescribed diets and nutrition plans.
- Reported any changes in health or behaviour to nursing staff members promptly.
- Responded quickly to emergency situations involving elderly clients.
- Helped with light housekeeping tasks such as laundry, vacuuming, dusting and cleaning bathrooms.
- Collaborated with family members to ensure that all client needs were met.
- Performed administrative duties such as filing paperwork, answering phones, scheduling appointments and ordering supplies.

- Drove clients to shop for groceries, attend doctor appointments and run errands.
 - Obtained sources of entertainment for clients to provide full and enjoyable daily activities.
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EDUCATION AND TRAINING

HILTAID011 (including CPR) First Aid Training	11/2024
Certificate III in Individual Support (Ageing) Aston College - Sydney, NSW	04/2024
MBA: Master of Commerce Charles Sturt University - Sydney	11/2022
BBA: Accounting National University of Mongolia - Mongolia, Ulaanbaatar	06/2015

ACTIVITIES AND HONORS

- Volunteer worker in Aged Care Centre - Sydney MCS