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# Sulaja Adhikari

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## Summary

Committed Personal Care Assistant well-versed in assisting and supervising clients in daily activities, including meal preparation and basic housekeeping. Compassionate and patient with strong background in client care. Ready to undertake challenging cases and provide superlative health outcomes.

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## Skills

- Good communication skill
- Good customer service
- Reliable, honest, and punctual
- Keen and willing to learn
- Problem solving skills.
- Able to adapt to new environments.
- Working as part of a team

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## Experience

**Care Service Employee** | 01/2023 - Current

**St. Brigid's Green, Maroubra**

- Maintained daily living standards by assisting clients with personal hygiene needs.
- Provided ongoing compassionate patient care for each client.
- Assisted with meal planning to meet nutritional plans.
- Reported concerns to nurse supervisor to promote optimal care.
- Liaised with supervisor to review cases and improve care.
- Maintained network of connected caregivers to promote continuous professional development.
- Maintained clean and well-organized environment for client happiness and safety.

**Civil work officer** | 01/2020 – 11/2021

**China communication and services international, Kathmandu, Nepal**

- Quickly learned new skills and applied them to daily tasks by preparing DPR.
- Carried out day to day duties accurately and efficiently.
- Respectful, friendliness, and willingness to help whenever needed.
- Proved successful working within tight deadlines and a fast-paced atmosphere.
- Identified issues, analyzed information, and provided solutions to the problems.

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## Education and Training

**St. Brigid's Green (Australian Unity) - Maroubra | Certificate III in Individual Support – Ageing** 01/2023

**Tribhuvan University - Nepal | Bachelor of Business Studies** 12/2019