

Education

Bachelor Of Nursing: Nursing
University Of Canberra - Sydney Hills

Certificate III In Individual Support (Ageing, Disability, Home & Community)
Cube Institute - NSW

Diploma Of Accounting
Future College - Sydney NSW

Diploma Of Leadership And Management
Greenwich College - Sydney NSW, 03/2024

Professional Summary

Working on customer service in Australia completed studying and work placement as a Certificate III in Individual Support (Ageing, Disability, Home & Community) caring elder and disable people with proper documentations. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

- Teamwork and Collaboration
- Clerical Support
- Good Telephone Etiquette
- First Aid/CPR

Work History

AIN, 05/2021 - 02/2024

Hammond Care, Wahroonga, NSW

- Cultivated interpersonal skills by building positive relationships with others.
- Organized and detail-oriented with a strong work ethic.
- Developed strong organizational and communication skills through coursework and volunteer activities.
- Passionate about learning and committed to continual improvement.
- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Participated in team projects, demonstrating an ability to work collaboratively and effectively.
- Self-motivated, with a strong sense of personal responsibility.
- Skilled at working independently and collaboratively in a team environment.

Accomplishments

- Highly appreciated for my hard work and efforts wherever I had worked

- Highly appreciated at my work placement for my quick learning attributes

Key Areas Of Ability

- Analysis, strategy development and delivery from identified needs
- Traditional care and commitment to organizational targets
- Communication nucleus with depth of cultural awareness
- Rapport and relationship management with lasting focus
- Enthusiastic, knowledge-hungry learner and committed to excellence in my work
- Highly motivated self-starter who takes initiative with minimal supervision
- Conscientious go-getter who is highly organized, dedicated, and committed to professionalism
- Resourceful team player who excels at building relationships with customers and colleagues
- Productive employee with solid work ethic who exerts optimal effort in successfully completing tasks

Professional Skills And Attributes

- Working for the community and society
- Aged care, disability care and childcare
- Basic computers with administration roles
- English language competency
- Initiative, collegiality, efficiency
- Patient centered care, Responsible, Professionalism
- Reliable team worker
- Self-motivating and enthusiastic
- Fast learner, hardworking and flexible
- Friendly, polite and respectful
- Caring and patient nature
- Positive and a “can do” attitude
- Ability to calmly handle stressful and challenging situations

Personal Information

Title: AIN

References

Shreeya Shrestha, RN, Hammond-Care Wahroonga, 0416 890 601, shrshrestha@hammond.com.au

Mercy Maried, RN, Hammond-Care Wahroonga, 0413 783 588, mmaries@hammond.com.au

Rita Regmi, AIN, Hammond-Care Wahroonga, 0424 151 050, riregmi@hammond.com.au

Training

- Manual Handling
- Infection Control and Hand Hygiene
- Dementia Handling
- Elder Abuse Training
- WHS Training
- Cultural Diversities Training
- Incident/Accident/Hazard Management Training
- Continence Management and Assessments