

**SHIKHA RANA**

Unit 15/19-21 Enid Avenue  
Granville, NSW 2142

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**PROFESSIONAL PROFILE**

**Completed Aged Care Certificate III with work placement as an AIN (Assistant in Nursing)** caring elder people with proper documentations. Willing to work in pressure, challenging, and creative environment where my potential will be fully utilized.

**HIGHER EDUCATION**

- Master in Professional Accounting (MPA) + Master in Business Administration (MBA)  
2020  
Holmes Institute, Sydney
- Bachelor in Business Administration (B.B.A)  
2014  
Pokhara University, Nepal.

**EXPERIENCES*****Self-checker***

*Citadines Connect Sydney Hotel, Mascot NSW 2020*

*March 2019- June 2020*

- Emptying rubbish bins and similar receptacles, moving waste material to designated collecting points. Mopping hotels floors with mops.
- Replenishing toiletries e.g. toilet rolls, soap, and paper towels.
- Undertaking inside window pane cleaning and wall washing during periodic cleaning maintenance programs.
- Maintained beds with fresh clean bed sheet.

***Placement Experience***

*Wahroonga Place Care Community- Aged care( AIN)*

*Nov 2021*

***AIN( Casual)***

*Healthcare HQ Pty Ltd, Chatswood NSW*

*Still working*

**Key Responsibilities: Assistant in Nursing- Under Supervision**

- 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 and privacy
- 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 emotional support in accordance with the care plan and at the direction of the Supervisor Care Leader / Duty Nurse
- 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 and other tasks as instructed by the Care Leader / Registered Nurse
- 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, Evacuation, and Emergency Procedures
- To maintain the workplace equipment and environment
- To recognize health and environmental hazards and reports damages, faults and problems, using appropriate incident reporting
- To fulfill duties as allocated and prepared to alter routines to meet the changing needs of the residents
- To work cooperatively as a team member and supports new and less experienced staff
- To maintain appropriate hand-washing techniques
- To follow correct Manual Handling Procedures

## **TRAININGS**

Manual Handling

Advance College, NSW Australia

Infection Control and Hand Hygiene

Advance College, NSW Australia

First aid training

Advance College, NSW Australia

## **ADDITIONAL SKILLS**

- Basic skills on Microsoft word, powerpoint and Excel.

## **SKILLS**

- Possess Strong organizational skills
- Adaptive and ability to work under pressure
- Be an able communicator (verbal and written)
- Excellent phone manners and customer service focused
- Knowledge of infection control standards
- Drive and Initiative in taking on responsibilities and achieving results
- Team player and team motivation skills

## **ACHIEVEMENTS**

- Highly appreciated for my hard work and efforts wherever I had worked
- Highly appreciated at my work for my quick learning attributes
- Highly appreciated by the management and the clients for my contributions and support

## **INTEREST**

- Working for the community and society
- Aged care, Disability care and Childcare

## **REFERENCES**

Alka Aryal  
0401125663  
Tallwoods corner Aged Care  
RN

Tashila Lama  
0412762708  
St.Vincent Aged Care  
RN