



HARLEEN KAUR

As a qualified and experienced carer, I have a passion for delivering quality care to people who require assistance. I possess a kind and patient personality, as well as a strong work ethic and a sense of responsibility. I am trustworthy, consistent, punctual and reliable, and I have a good sense of humour that enables me to establish rapport with my clients. I am always keen to acquire new skills and enhance my performance as a carer.

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EXPERTISE SKILLS

- Good communication skills (clearly and sensitively)
- Good listening skills
- Problem solving skills
- Time management skills
- Supporting needs of people
- Customer Complaint Resolution

Qualifications

- NDIS training module

ADVANCED DIPLOMA:

- Civil Construction And Design
- Sydney School of Business And Technology - 07/2023
- Burwood, NSW

ADDITIONAL

- **Availability- Full Time (Tuesday to Sunday) (Day anytime)**
- **Computer- Basic knowledge**
- **Interest- Travelling, Volunteering, Photography**

PROFESSIONAL EXPERIENCE

- I used to work as a care worker in India for about 2 years helping old people and disabled persons.
- Nursing Australia
- I've worked in Retirement Villages and Private Homes

EXPERIENCE (JULY 2021 TO APRIL 2023)

Delhi Cheshire Home

Worked with disabled old people and children.

Helped disabled persons with their daily duties which included giving shower, assist in toilet, feeding food and daily needs.

Helped nursing staff in giving medications to patients.

Helped in preparing beds and other light duties.

Tess Fresh

Picker Packer

**Homebush, NSW |
06/2023 - Present**

- Utilized handheld scanners to efficiently key in package data.
- Expertly picked products from designated locations using various tools and transferred them to appropriate processing areas.
- Selected customer orders by carefully picking products from shelves and pallets.
- Ensured safe lifting techniques for heavy objects.
- Maintained operational productivity by regularly cleaning and organizing aisles, workstations, and floors.
- Promoted workplace safety

Language

hindi

English

punjabi

