

## **Resume**

### **Personal Details**



**Name** : Pratipada Sharma  
**Date of Birth** : 27 May 1985  
**Nationality** : Nepali  
**Address** Unit 20,11 Veron Street  
Wentworthville NSW 2145  
**Contact No** : 0406040554  
**Email Address** : [pratipadasharma@gmail.com](mailto:pratipadasharma@gmail.com)  
**Language Known** : English, Nepali & Hindi

### **Academic Qualification**

Level	Board/University	Major Subject	Completed year
Ceartificate III	Global Educational Institute , Campsie NSW 2194	Ceartificate III in Individual Support (Ageing, Home & Community	2020
Bachelor Degree	TU University Nepal	Health & Sociology	2018
Intermediate	HSEB- Nepal	Population and Health	2011

### **Objective:**

To continue growing through consistent dedication and hard work.

### **Availability:**

Available now

## **Career Objective**

I worked for more than 3 years as a “Disability Support Worker”. I do have a great passion to work in Nursing and Disability field in the community. I utilise all my knowledge and skills and work being part of a leading team. I always dream of doing challenging work and I feel I am ready to put all my present knowledge and experiences into practice.

I am a highly motivated person with an excellent interpersonal skill and can-do attitude. I prefer to work on my own ideas, and I meet deadlines and can perform any tasks whatever comes in hand.

## **Key Skills and Abilities**

- Hard working individual.
- Punctual and Reliable.
- Enthusiastic and Quick learner.
- Self-motivated and Detail oriented.
- Honest and dedicated to work.
- Flexible and Adaptable to new environment.
- Keen to undertake further training as necessary.
- Strong communication skills.
- Language known- English, Nepali and Hindi.
- Computer skills- Ms-Office, Internet browsing.

## **Career History**

### **❖ Regal Home Health- 28th July -: 2022 – Present- Sydney**

#### **Main Responsibilities :**

- Overnight Care be provided as sleep over support or active overnight support.
- Perform hoisting and personal care duties.
- Domestic Assistance: Cleaning the home of older people so they have a safe and beautiful place to live
- Helping our customers with meal preparation and shopping • Providing social support and access to lifestyle activities
- Personal care inc getting them up, showered and dressed for the day, medication management, assisting with mobility and therapy goals

- Providing respite and emotional support
- Social support and transport to appointments
- Providing complex care for customers with high care needs, such as dementia
- Uphold the confidentiality and personal boundaries of participants
- Uphold choice and control and ensure rights of participants are always maintained
- Daily reporting on the participant's state, activities and reporting any incidents.

### ❖ **Sanctuary Recruitment -24th February 2021 -17th January 2022-Sydney**

#### **Main Responsibilities:**

- Supporting with daily tasks like taking a bath, getting dressed, and grooming
- Administering medication and monitoring the effects
- Assessing and monitoring the physical and emotional well-being of residents
- Collaborating with other healthcare professionals to develop and implement care plans
- Communicating with families and other caregivers to keep them informed of the resident's condition
- Ensuring that the resident's rights and dignity are respected at all times
- Maintaining accurate and up-to-date records of the resident's care and progress
- Providing education and support to residents and families on issues related to aging and healthcare.
- It is important to note that the specific duties of an enrolled nurse may vary depending on the facility, state regulations, and the individual needs of residents.

### ❖ **Support worker: Home Care – 6 months experience in Mable (Sydney-2020)**

#### **Main Responsibilities:**

Assisting clients with personal hygiene and getting dressed

Assisting clients with housekeeping or other daily errands

Providing companionship and emotional support

Observing and reporting on changes in the health or status of the client

Preparing food and feeding clients

Maintaining clients' health equipment

Administering medication

Assisting clients with rehabilitative exercises

Providing support with academic, social or recreational activities

❖ **Support Worker 3 Months experience in Care Live Smile CLS (Sydney 2020 -2021)**

**Main Responsibilities:**

- Support and assist with activities of daily living, including mobility, continence management, showering, dressing and personal grooming, toileting etc.
- Assist with daily meal preparation, feeding clients as necessary.
- Domestic Assistance, such as light cleaning, vacuuming, mopping, disinfecting etc.
- Use proper PPE as necessary.
- Manage laundering services as required.
- Documentation by filling charts and forms.

❖ **AIN 4 Months experience in Noble Nurse pty Ltd. (Sydney 2021)**

**Main Responsibilities:**

- Providing personal care services to meet client needs such as showering, toileting, dressing, assistance with meals, oral and dental care, foot care.
- Providing hospitality services to meet client needs such as bed-making, general cleaning and tidying of client rooms, and preparation of light meals and snacks outside of scheduled meals.
- Supporting the clinical management team by following the Care Plan and clinical procedures in areas such as pain management, palliative care, nutrition and hydration, skin care, continence

management, behavioral management, mobility dexterity and rehabilitation, sensory loss, and sleep.

- Following documentation procedures to support continuity of care planning and maximise client funding such as recording observations, documenting in Progress Notes, and completing other documentation such as Accident Incident Reports.
- Providing services safely by following procedures in areas such as infection control, manual handling, and food safety.

### **Domestic Cleaning/Housekeeping: 2 months experience in Jarvish Cleaning Company (Sydney -2020)**

#### **Main Responsibilities:**

Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)

Perform and document routine inspection and maintenance activities

Carry out heavy cleansing tasks and special projects

Notify management of occurring deficiencies or needs for repairs

Make adjustments and minor repairs

Stock and maintain supply rooms

Cooperate with the rest of the staff

Follow all health and safety regulations

**5 .Wait staff: Alfa House Banquet, Buddhanagar, Baneshwor, Nepal**

**6. All Rounder: Four K mart Pvt. Ltd Koteshwor, Kathmandu, Nepal**

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#### **Main Responsibilities:**

- Prepare tables by setting up linens, silverware and glasses.
- Greet and Inform customers about the day's specials.
- Offer menu recommendations upon request.
- Up-sell additional products when appropriate.
- Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization.
- Check customers' IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages.
- Communicate order details to the Kitchen Staff.
- Serve food and drink orders.
- Check dishes and kitchenware for cleanliness and presentation and report any problems.

- Arrange table settings and maintain a tidy dining area.
- Deliver checks and collect bill payments.

#### 7. Project work-(Research Assistant)- Various Projects in Nepal -(2013 to 2019)

##### **Main Responsibilities:**

- Work together as a team under the guidance of Field Supervisor and Research Officer on duty.
- Data collection from the assigned communities and districts.
- Support the research team in planning, coordinating, and conducting meetings at the central, regional, and district levels with relevant stakeholders.
- Maintaining daily purchase book and Stock register at district level.
- Keeping the survey equipment safe and operational.
- Comply with ethical aspects including safety and confidentiality of the interviewees.
- Follow organizational instructions, rules and regulations, policies and procedures.

I hereby declared that above mentioned information about me are true and correct to the best of my knowledge.

##### **Reference:**

1. **Mr. Sushil subedi -Social Educator (Achieve Australia Guildford)**  
Phone : 0433429957 email : [sushfren\\_sbd09@hotmail.com](mailto:sushfren_sbd09@hotmail.com)
2. **Mrs. Kshama sharma – Registered Nurse (St George Hospital kogarah)**  
Phone : 0401874514 email: [kshama20@hotmail.com](mailto:kshama20@hotmail.com)



# Certificate

This is to certify that

**Pratipada Sharma**

Has successfully completed the requirements for the following qualification

**CHC33015**

**Certificate III in Individual Support  
(Ageing, Home and Community)**

  
MG Rahman  
CEO

28 September 2020

Date of Issue

ATIDR092712/C3IS

Certificate Number





RTO Code 40721

# Statement of Results

This is a statement that

**Pratipada Sharma**

having fulfilled the requirements for

**CHC33015**

**Certificate III in Individual Support (Ageing, Home and Community)**

has been assessed as competent in the following units:

Unit Code	Unit Name	Result
CHCCCS015	Provide individualised support	C
CHCCCS023	Support independence and wellbeing	C
CHCCOM005	Communicate and work in health or community services	C
CHCDIV001	Work with diverse people	C
CHCLEG001	Work legally and ethically	C
HLTAAP001	Recognise healthy body systems	C
HLTWH5002	Follow safe work practices for direct client care	C
CHCAGE001	Facilitate the empowerment of older people	C
CHCAGE005	Provide support to people living with dementia	C
CHCCCS011	Meet personal support needs	C
CHCCCS025	Support relationships with carers and families	C
CHCHCS001	Provide home and community support services	C
HLTAID003	Provide first aid	C

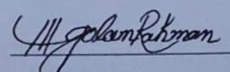
Result Code: C – Competent | CT – Credit Transfer | RPL – Recognition of Prior Learning | NYC – Not Yet Competent

**28 September 2020**

Date of Issue

**ATIDR092712/C3IS**

Certificate Number

  
**MG Rahman**  
CEO

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