

Kalpana Pandeya

36 A holden drive, Oran park, NSW, (+61)424728176 , hellokali_hi@yahoo.com

PERSONAL SUMMARY

An ambitious, hardworking and commercially driven person who is striving to build a career. kalpana is a high performer who has a proven track record of completing all tasks on time. She has vast experience of working in many different roles and settings. Right now she is looking for a suitable position with a forward thinking company that offers a pleasant working environment and good career development opportunities.

EMPLOYMENT HISTORY

Pepe Saya Butter Company (Caringbah)

May 2013 - Present

Responsibilities :

- Helping the team understand performance targets and goals.
- Training or ensuring that workers are properly trained for the specific roles.
- Scheduling work hours and shifts.
- Coordinating job rotation and cross-training.
- Providing real-time feedback on worker performance.
- Sharing company updates, financial results and new objectives with team members.
- Assisting in resolving emergencies.
- Assisting in hiring and firing activities, although often the supervisor requires managerial approval of all new hires or terminations.

Huntingdon Gardens Aged Care (Bexley)

Care Assistant Training 2013

Responsibilities:

- Gathering, reporting and filing data linked to direct to a patient care activities.
- Providing companionship to clients by engaging them in interesting conversations.
- Feeding clients under the supervision of a registered nurse.
- Organising leisure activities for clients.
- Physically handling elderly, ill or disabled people.
- Managing clients from diverse socioeconomic backgrounds.
- Giving clients access to age appropriate reading and viewing material.
- Encouraging self-advocacy amongst service users.

KEY SKILLS

- Consistently working to high standards.
- Can quickly gain an in-depth familiarity with any operations.
- Good knowledge of operational health & safety.
- Constantly working hard to achieve personal goals and objectives.
- Having strong and effective leadership skills, along with the ability to successfully manage a team.

EDUCATION QUALIFICATION

Bachelor in Business studies
Achievers College
Butwal ,Nepal

Shankarnagar High School
Butwal , Nepal

Certificate iii in Aged Care
Signature Training Pty Ltd
Parramatta , NSW

If any more information is required, please do not hesitate to contact.

Reference:

Hiren Patel	Supervisor	0430504099	Pepesaya Butter Company
Barsha Basnet Kc		0422328258	Thomas Health Care

