

PALAK GUPTA

16 Morinda Grove, Acacia Gardens 2763, NSW •

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OBJECTIVE

Compassionate and dedicated Assistant in Nursing (AIN) with a strong focus on delivering exceptional patient care. Proficient in therapeutic communication, personal care, and manual handling, with a detail-oriented approach. Quick to learn and adapt, demonstrating excellent problem-solving abilities and flexibility in scheduling. Successfully completed NHHI, NDIS worker orientation, and infection control modules. Fully compliant with all necessary immunizations, police check and NDIS check.

PROFESSIONAL EXPERIENCE

CUSTOMER SERVICE ASSISTANT

February 2024- Present

- Built strong relationships with customers and colleagues by providing friendly and personable service
- Answered customers questions about product availability and shipment times.
- Utilized problem solving skills to address customer queries and complaints.
- Maintained clean and organized work environment to maintain customer safety.
- Worked collaboratively with team members to achieve common goals.

BUPA AGED CARE, ASHFIELD

- Experience in feeding, changing the residents and manual handling.
- Making beds and knowing the appropriate use of equipment.
- Assisting the residents with personal needs and providing safe and comfortable environment for them.
- Compliance with laundry regulations.
- A keen eye to detail and reporting any changes.
- Measurement of vital signs.
- Providing emotional support and company to the residents in various activities.
- Experience in dementia support.

CERTIFICATES

- CERT III in aging and disability
- First Aid
- CPR

ADDITIONAL INFORMATION

- Availability of 5 days a week including weekends.
- Fully compliant with the immunisations.

EDUCATION

AUSTRALIAN CATHOLIC UNIVERSITY
BLACKTOWN, NSW.
Bachelors in nursing
2024-till date. (Completed first semester)

SKILLS

- Computer skills
- Excellent verbal and literacy skills
- PPE handling
- Manual handling
- Quick learner and active listening

