

Name: Pooja Ghimire

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PERSONAL STATEMENT:

I am a very friendly, hardworking, dedicated and motivated individual, who has a good experience in cleaning field. In my past experience, I used to work in a team and able to accomplish the given task. I have great communication skills;therefore, I am able to successfully assist residents with any requirements or request they may have.

I always do believe in devotion to work and interest with patients or residents since my Nursing career from the bottom of my heart.

KEY SKILLS AND ATTRIBUTES:

Time Management: I can manage proper work life. Thus, I ensure, I have excellent time management skills to make sure, I effectively meet my work commitments.

Communication and customer service: For my majority of my employment has been in the business sector, I feel the communication and customer service skills I have earned can be transferred to any work place.

Proactive team member: Both in university and during my employment I have always participated and enjoyed working in a diverse team environment with positive attitude actively. I recognize the significance of being a positive and active member to make sure targets are met on time.

EDUCATION AND QUALIFICATION:

Certificate III in Individual support

Bachelor's in Business Administration

TRIBHUVAN UNIVERSITY (TU), KATHMANDU, NEPAL

EMPLOYMENT HISTORY:

Worked as Carer at life home & community care pty ltd (06-7-2020- 12/06/2021)

Working as carer at Hardi Aged Care(wyoming) (07/07/2021 – till date)

Working as carer in Bupa aged care greenacre (02-02-2022- till date)

Placement at Anglicare

Castle hill, NSW

Duties and Responsibilities:

- To care for residents and ensure that all of their daily needs are met.
- To provide a caring, safe and healthy environment for residents and any other persons who may be entering your area of responsibility.
- Monitor health and well-being of residents.
- Be familiar with and ensure all documentation is completed accurately.
- Be fully aware of Standard Precautions and the Facility's Infection Control Policies.
- Communicate with RN regarding resident care issues.
- Ensure accurate reporting of all injury/accidents in the facility.
- 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 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 maintain the workplace equipment and environment.
- To recognize health and environmental hazards and reports damages, faults and problems, using appropriate incident reporting.
- To maintain appropriate hand-washing techniques.
- To follow correct Manual Handling Procedures.

TRAININGS

Manual Handling

GLOBAL EDUCATIONAL INSTITUTE, SYDNEY

Infection Control and Hand Hygiene

GLOBAL EDUCATIONAL INSTITUTE, SYDNEY

Dementia Handling

GLOBAL EDUCATIONAL INSTITUTE, SYDNEY

Elder Abuse Training

GLOBAL EDUCATIONAL INSTITUTE, SYDNEY

WHS Training

GLOBAL EDUCATIONAL INSTITUTE, SYDNEY

Cultural Diversities Training

GLOBAL EDUCATIONAL INSTITUTE, SYDNEY

Incident/Accident/Hazard Management Training

GLOBAL EDUCATIONAL INSTITUTE, SYDNEY

Continence Management and Assessments

GLOBAL EDUCATIONAL INSTITUTE, SYDNEY

CERTIFICATIONS

Certificate III in Individual support

GLOBAL EDUCATIONAL INSTITUTE, SYDNEY

First Aid & CPR

GLOBAL EDUCATIONAL INSTITUTE, SYDNEY

NSW Police Check

Key Responsibilities as an AIN

To maintain WH&S standards

To provide training and support to the new staffs

To maintain proper chemical handling procedures

To maintain proper cleaning and hygiene standards

ACHIEVEMENTS

Highly appreciated for my hard work and efforts.

Highly appreciated at my work placement 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 child care

Basic computers with administration roles

COMPUTER PROFICIENCIES AND PACKAGES

Proficient in Microsoft Office Suite

VISA STATUS AND WORK RIGHTS:

Student visa [subclass:500]

REFERENCES:

Santosh Pathak

Director/Trainer & Assessor

Global Educational Institute Pty Ltd

0282830401

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Rashmi Subedi

Registered Nurse

Hardi aged care

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Nirajan Pandey

AIN

Hardi aged Care

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