

# RESUME

## Personal Details

Name- **Ajit Jaiswal**

Address- 13/8 Hampstead Road, Homebush West, 2140 NSW

Contact details:

Phone No- 0455178090

Email- [ajitjaiswal270@gmail.com](mailto:ajitjaiswal270@gmail.com)



**Position applying for:** Support Worker/ Age Care Worker

## Professional Profile

Completed studying and work placement as a Certificate IV in Disability where not only disabled people were serviced by me but also senior citizens (age care).

## KEY AREAS OF ABILITY

- Analysis, strategy development and delivery from identified needs
- Traditional care and commitment to organizational targets
- Communication nucleus with depth of cultural awareness
- Rapport and relationship management with lasting focus
- Enthusiastic, knowledge-hungry learner and committed to excellence in my work
- Highly motivated self-starter who takes initiative with minimal supervision
- Conscientious go-getter who is highly organized, dedicated, and committed to professionalism
- Resourceful team player who excels at building relationships with customers and colleagues
- Productive employee with solid work ethic who exerts optimal effort in successfully completing tasks

## Higher Education

- Completed High School with Science Stream.
- Enrolled in Bachelor of Information Technology at Victoria University, Sydney.
- Certificate IV in Disability and First Aid Certificate from Global Educational Institute, Campsie NSW 2194

## TRAININGS

Manual Handling Infection Control and Hand Hygiene

Dementia Handling

Elder Abuse Training

WHS Training

Cultural Diversities Training

Incident/Accident/Hazard Management Training

Continence Management and Assessments

## **CERTIFICATIONS**

Certificate IV in Disability

First Aid Certificate

### **Age Care Worker/Support Worker- Under Supervision (Work Placement)**

- To establish rapport with families, staff and volunteers and facilitates communication between
- To protect the rights of residents and ensures care provided maintains resident's dignity and privacy
- To respect the confidentiality of residents as well as other team members
- To have an understanding of the internal/external complaints mechanism
- 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 provide opportunities for residents to participate in meaningful activities
- 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 demonstrate an ability to complete appropriate Incident/Hazard Reports
- To have awareness of practices and maintains a safe environment including Fire Safety, Evacuation, and Emergency Procedures
- To maintain the workplace equipment and environment
- To recognize health and environmental hazards and reports damages, faults and problems, using appropriate incident reporting
- To fulfill duties as allocated and prepared to alter routines to meet the changing needs of the residents
- To work cooperatively as a team member and supports new and less experienced staff
- To maintain appropriate hand-washing techniques
- To follow correct Manual Handling Procedures

## **Key Responsibilities as a Support Worker/Age care Worker:**

- 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 wherever I had worked
- 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
- Computing Skills with administration roles.

## **Employment History**

- ❖ Placement as Age Care Worker/Support Worker at Bayswater Gardens, Abbotsford, NSW.
- ❖ Part-time permanent job (AIN) at Mark Moran Aged Care (Warrawee, Sydney).
- ❖ Support Worker at Ekaa Care Pty. Ltd, Sydney.
- ❖ Worked as Pick Packers at DB Schenker (Apple Warehouse), Eastern Creek.
- ❖ Coordinator at Bob and Pete's Bakery, Sydenham.

## **AVAILABILITY**

- Able to do night shift 5 days a week.
  - Able to work without work restriction during semester break.
- (\* I can also manage to work on morning and night shift if I am guaranteed that).

## **References**

- Global Educational Institute (GEI College)  
0420688574
- Bayswater Gardens Age Care  
0297120100
- Arushi Jaiswal (Eternal Disability Care)

0416216106

jaisaru458@gmail.com