

RESUME

Sheetal

54/47, Hampstead Road,
Homebush west, NSW 2140,
Sydney

To whom it may concern,

My name is Sheetal; I have completed my CERTIFICATE III in INDIVIDUAL SUPPORT (Ageing, Home and Community) from Advance college, burwood and field placements (for 3 weeks) from Thompson health care Randwick. I have good experience with different types of people. I am a self-motivated individual who thrives on succeeding in challenging situations. I am passionate about Professional development opportunities and welcome every opportunity to take my capabilities to a higher level.

I am very interested in being part of your team.

If you need any more information about me, please feel free to contact me on 0490770988.

Thanking you for your consideration.

Sincerely,

Sheetal

Personal profile

I am highly motivated caring, compassionate and responsible, person with a strong ethic and excellent communication skills. I have current skills that would be valued in any sector. I have successfully completed training in aged care. I am now seeking a new challenge where my experience and my studies will add value and be an asset in industry.

Skills and Abilities

- Exceptional communication and customer service skills .
- Experienced in caring for the wellbeing of others.
- Ability to complete tasks in a timely manner.
- Knowledge of Good organization and priord prioritization skills
- Computer keyboard skills, word, excel, Power point and email.
- Quick learner and keen to update my knowledge and relevant skills.
- Strong analytical and problem solving skills.
- Excellent organizational and time management skills.
- Ability to function within an environment of change.
- Readiness to accept responsibility and meet challenges.
- Positive, energetic and a friendly disposition.
- Ability to work unsupervised or in a team environment.
- Take and record residents' vitals Sound proficiency in identifying behaviors in order to assist them functioning in a better manner within the facility.
- Able to achieve assigned duties with attention to detail, pace, correctness, follow-through.

ADDITIONAL SKILLS

- Highly skilled in providing first aid and CPR in emergency situations
- Able to work with people of diverse social backgrounds
- Good verbal and written communication skills
- Kind hearted and calm nature

Education:

Certificate III in individual Aged Care 2021

Certificate course in Preventing Dementia 2021 .

- **Manual Handling Certificate**
- **Senior First Aid Certificate**
- **Police Clearance**

Bachelor of Teaching and Education 2019

Responsibilities:

- Assisting residents with bathing, dressing and grooming.
- Assisting residents with all personal care tasks
- Administer medication when required.
- Accompanying residents on daily walks.
- Preparing reports and documents for clients' progress.
- Providing general care and emotional support to residents.
- Experience with manual handling.
- Experience with infection control.
- Serving and feeding to the residents.
- Report workplace and resident risks to management.
- Following the care plan as set by and agreed upon with register nurse.
- Relay resident enquiry to the RN.

EMPLOYMENT

1 August 2021- current

Montefiore Age care,
36 Dangar St, Randwick NSW 2031.

References:

Available upon Request