

## **RESUME**

**Shilesa Paudyal**

**Assistant in Nursing (AIN)**

Unit -1305, 16 East St, Granville, NSW, 2142 | 0452670044

shilesap@gmail.com

## **OBJECTIVE**

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An energetic and very capable carer with a positive attitude, great communication abilities and a strong desire to look out for others. I am multi-skilled, self-driven, and dedicated to giving everyone the particular attention and medical attention they need. Having a proven ability to meet the personal care needs of service users in a way that respects the dignity of the individual and promotes their independence.

## **PERSONAL ATTRIBUTES**

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- Problem-solving and multi-tasking skills
  - Strong work ethics, exceptionally reliable and hardworking
  - Excellent organisational, prioritisation, and time management skills
  - Good communication, interpersonal.
  - Ability to work well in a team.
  - Independently with minimal supervision

## **PROFESSIONAL SKILLS**

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- Proficient in Kronos workforce management software
  - Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
  - Leadership and Team Management
  - Knowledge of ageing and disability rights and advocacy to ensure clients' needs are met.
  - Ability to support individuals with mobility challenges, including using mobility aids and transferring techniques.
  - Problem-Solving and Decision-Making
  - Compliance and Safety Regulations
  - Employee Training and Development
  - Compassionate and empathetic approach to care giving.
  - Proficient in providing personal care assistance, including bathing, dressing, and grooming.
  - Patient and calm demeanor to provide reassurance and emotional support to clients.

## **EXPERIENCE**

**Hospitality Service Assistant**  
*Bupa Aged Care -St Ives*

**Aug 2024- Present**

- Assist with personal care tasks, including bathing, dressing, and mobility support.
- Monitor and report on residents' health, including vital signs and well-being.
- Assist with meal preparation, serving, and catering to residents' dietary needs.
- Ensure cleanliness, hygiene, and food safety in all kitchen and dining areas.
- Maintain cleanliness of rooms and communal areas to ensure a safe environment.
- Provide compassionate support and communication with residents, families, and healthcare teams.

## **EDUCATION**

- Certificate III in Individual Support (Ageing and Disability) July 2024  
Australian Community and Management College
- High School Graduated: 2020  
NARYANI PUBLIC High School, CHITWAN, NEPAL

## **CERTIFICATION**

- Police Certificate
- First Aid Certificate
- CPR Certificate
- Manual Handling Certificate

## **TRAINING**

- First Aid Training
- CPR Training
- Manual Handling Training

## **PLACEMENT**

**Assistant in Nursing (AIN)**  
*Bupa Aged Care -St Ives*

**July 2024- Sept 2024**

- Provided comprehensive support to elderly residents, ensuring their well-being and comfort.
- Assisted with Activities of Daily Living (ADL), personal care, and grooming.
- Preparing meals and assistance with feeding.
- Utilized proper manual handling techniques and equipment.

## **AVAILABILITY**

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ANY TIME

## **REFERENCES**

### **Niranjan Prasai**

Training Manager / Trainer

Australian Community and Management College

Contact No: 0451995201

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### **RN Shakila Rathnayake**

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