

Advanced Diploma in Cookery
Certificate III in Aged Care

Sunita Gurung

Profile statement

I, Sunita Gurung am an energetic and enthusiastic person who enjoys trying new things in life and achieving personal goals. I currently finished my placement of Certificate III. I am seeking the job of Assistant in Nursing (AIN) and I am willingly applying for this job because I want to utilize my time to earn some skills & pocket money too. Although, if I get this job, it will be my first time working. I am always hard working, and adaptive to new environments and I have good knowledge of written and verbal presentation skills. I hope to get a positive response & I would also like to assure you I will never let your company down in any way.

ADDRESS: 2/18 Northumberland Road, Auburn, NSW, 2144

PHONE NUMBER: 0466889316

EMAIL: gurungsunita109@gmail.com

EDUCATION

COMMUNICATION SKILLS

- Web and Email.
- Verbal and written skills gained through participation in debate and essay writing competition
- I can adapt to any work environment and have the ability to work efficiently under pressure (busy working hours).

HOBBIES

✓ I love socializing with friends. I enjoy trekking, visiting new places & meeting new people.

Language

- ✓ Nepali
- ✓ English
- ✓ Hindi

Employment History:

The Hungry Eye: Part time Chief

- Learned to cook different types of Nepalese foods in different species
- Respect the customers with a smile on face
- Learned to work in a busy schedule with team members
- Maintain a good relationship with the manager and team members
- Have an idea how to work while there is short staff.
- Knowing the different types of food culture.

RFBI Concord Community Village (Certificate III Aged Care Placement) in Rhodes

Duties:

- Assisting the client with ADLs(Activities of Daily Living)
- Making and learning the bed of the residents
- Helping the resident with the extra activities like drawing, gardening etc.
- Doing the repositioning according to the needs of the client
- Developing and practicing a good rapport with the client.
- Trying to think critically in difficult situation like when the client is aggressive and suddenly changing the behaviour.
- Attending the buzzer.
- Learned to do basic documentation
- Applying and using the therapeutic communication skills to build a trust of the client.
- Have to deal with patiently and politely with the clients.
- Working as a staff when there was short staff or staff shortage.

Reference:

Name: Sadikshya Gurung

Email: sadikshyagurung369@gmail.com

Phone Number: 0423257784