

**Sweta Shrestha**

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### **Career Objective:**

Seeking a position as a carer where I can maximize my learning's and experience in a challenging environment to achieve the organization goals as well as personal growth based on my dedication and proven abilities, a position that will encompass new challenges and opportunities for applying and developing upon my present skills and experiences. The ideal position would offer long-term commitment and be conducive to professional achievements, as well as an organization that prides itself on their employees and their abilities.

### **Academic Background:**

- Diploma in Early Childhood Education and Care completed from Future Academy, Australia
- Grade 11 and 12 in English medium in management stream from home country Nepal.
- School Leaving Certificate in English medium, Nepal.
- Cert III in Individual Support (Ageing).
- Cert IV in Disability.
- Currently enrolled for Cert IV in Ageing Support and will complete it soon.

### **Skills:**

- ☐ Exceptional **time management skills** to ensure that work commitments are successfully met.
- ☐ Excellent **communication skills**.
- ☐ Both in college and in my employment, I have enjoyed the dynamics of working in a team environment. I fully understand the importance of being a **proactive member** to ensure organizational targets are met.
- ☐ Strong **attention to detail** developed through working in a busy environment where I had to maintain a balance between the quality of work as well as my efficiency.
- ☐ Proficiency maintained in **Microsoft Office and other computer skills**.
- ☐ Self-starter with positive attitude and able to work under pressure.

### **Professional Excellence:**

- Self-Motivated, devoted and decisive management personnel.
- Prefer to work in mutual environment and can also work in extreme pressure environment as well as in team.
- Have ability in taking up new techniques as well as responsibilities.

- Have wonderful communication skill in both verbal and written.

### **Experience:**

- Currently working as a Carer at St. Vincent's Hospital, Darlinghurst Sydney since September 2022.
- Worked as an Environmental Service at St. Vincent's Hospital, Darlinghurst Sydney since March 2017 to August 2021.
- Have 14-month experience of housekeeping from Park Royal Hotel, Darling Harbour, Sydney.
- Have more than 8-month experience of housekeeping from the Hotel Intercontinental Double Bay, Edgecliff.

### **Trainings and Internships:**

- Internship on customer service, loan department and teller at Bishwa Bikas Bank, Nepal.
- Completed 120 hrs of work placement during my study at Huntingdon Gardens aged Care, Bexley

### **Language:**

English, Nepali and Hindi

### **Availability:**

- Full timer and full time available

### **Current National Police Check:**

Yes

### **Current First Aid with CPR:**

Yes

### **Visa status:**

Australian Citizen

### **Driver's Licence:**

Yes, Australian full driver's licence

### **References:**

Name	Contact no.	Email
• Sanuja Khatri (Registered nurse)	0438 789 390	khatriSanuja44@gmail.com
• Tribeni Maharjan (Registered nurse)	0430 358 222	mtribeni@yahoo.com