

# Nittin

27/30 Mercury Pde Mango Hill, Qld 4509

E-mail: Nittinkhatta003@gmail.com Mob: 0423 163 244

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## PERSONAL STATEMENT

I have an extensive experience in Health sector and keen to have more experience in health sector by working in highly fast paced environment. I have been working in QEH almost a year and looking forward to work with you. I am highly organized, dedicated, and hard working with proven ability to adapt to the new working environment and able to handle different challenging situations. I possess the utmost discretion and integrity when dealing with patients and team members. My goal is to grow within the organisation, by delivering effective communication skills to achieve the best outcome, while working cohesively and respectfully within the team striving for compassion, excellence and integrity.

## ACADEMIC CREDENTIALS

Hope Training College of Australia-SA	July 2020- June 2021
<b>Qualification:</b> Certificate III in Aged Care and Disability Services First Aid Certificate, Manual Handling Certificate, Satisfactory criminal checks, Full SA driving License, Medication Certificate.	
Shaheed Bhagat Singh College of Pharmacy-India	Mar 2014 – Apr 2016
<b>Qualification:</b> Diploma in Pharmacy	

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## SOUTH AUSTRALIA WORK EXPERIENCE

### **Orderly- ISS Services- QUEEN ELIZABETH HOSPITAL**

**SEPT 2021- Current**

- Assisting visitors to check in and check out to maintain the discretion and area safe throughout the day.
- **Liaising with clinical and admin** staff for any sort of requirements.
- Moving patients from one area to another area by putting exceptional skills of using the moveable equipment's.
- Maintaining the **Confidentiality and Privacy** of the Patient's in all the circumstances.
- Providing cleaning services whenever required in the Emergency department or in the Ward areas.
- **Sanitize and supply the equipment's** for example wheelchairs, pillows, and food items wherever required to fulfill the staff's demands.
- Communicating with the helpdesk by using the proficient communication skills and understanding the jobs up to their requirements.
- Completing jobs/tasks on a timely manner to remain in a dedicated deadline and providing up to mark services.
- Receiving and maintaining the external stock for example, linen, waste removal, cleaning beds, moving beds etc.
- Working with other team members to make sure the service is running seamless.

**Disability Support Worker – HELPATHOME (CASUAL)****JULY 2021- DEC 2021**

- Assisting people to perform important daily activities as facilitating daily personal hygiene and dressing tasks.
- Performing home based tasks such as food preparation and housework; and undertaking tasks outside the home such as shopping.
- Ensuring a varied program of social activities and providing emotional support and friendship.
- Maintaining a positive and trustworthy relationship with patient visitors/family and liaising with visitors/family as and when required to update of the status of Patients' health and well-being.

**Disability Support Worker – HENDER CARE (CASUAL)****MAY 2021- NOV 2021**

- Supporting people to do their day-to-day activities for example, dressing up, shopping, and meeting up with their friends and family.
- Maintaining the hygiene to make sure everything is clean.
- Performing the duties to take the person outside the home for entertainment and for personal shopping purposes.
- Looking after the daily needs example, grocery and following the care plan for the meals.
- Supporting the person in their emotional wellbeing.
- Strict adherence to company Management policies and HSE policies to achieve zero harm to Patients and co-workers.

**Courier Driver – ARAMAX COURIER****NOV 2018 – JUNE 2021**

- Loading, transporting, and delivering items to clients or businesses in a safe and timely manner.
- Reviewing orders before and after delivery to ensure that all orders planned for a day are completed and to ensure charges are correct and customer is satisfied through on time delivery without zero damage to packing.
- Providing excellent customer service by answering all queries and solving all customer complaints.
- Abiding by all transportation laws and maintaining a safe driving record.
- Adhering to assigned routes and following time schedules.
- Abiding by all transportation laws and maintaining a safe driving record.
- Preparing reports and other documents relating to deliveries.
- Operating equipment and machines, such as cars, trucks, forklifts, etc.

**Office Cleaner - Adelaide Central Bus Station****APRIL2018–DEC2019**

- Vacuuming, sweeping, and mopping floors of various types.
- Scrubbing and sanitizing toilets, sinks, and kitchen fixtures.
- Emptying trash bins and putting the bins in the right area.

- Washing and drying windows.
  - Liaising with the line manager to ensure that you always have sufficient cleaning products.
  - Reporting any breakages that occur during the cleaning process.
  - Informing the line manager of repairs that need to be done.
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### PERSONAL ATTRIBUTES

My diverse background has allowed me to develop strong communication and organizational skills and the ability to work well in a team. As a social work graduate, I have gained valuable experience working with people from all walks of life, and I am confident that my skills will be an asset to your team. I have excellent communication skills, quick learner and efficient team player, strong attention to detail & problem solving skills, customer friendly and pro-active able to work in fast paced environment.

**Work Rights:** Unlimited work rights in Australia

**Availability:** Immediate and flexible with any shifts

### References

**ADAM REED:** Key Account Manager- ISS Health Services- The QEH  
Phone- 0409 741 150

**Adam Kwaterski:**  
**Shift Supervisor QEH**  
**0422428276**

**Subhneet Kaur**  
**Clinical Care Coordinator, Resthaven**  
**subhneet.kaur@yahoo.com**  
**0432224132**