SUNITA RANI

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Class **C** Driver Licence

Career Summary

Looking for an opportunity to work as care worker to utilise my sound knowledge. A dedicated and compassionate personal care worker with over a year of experience providing personalized support to individuals with diverse needs, focusing on maintaining dignity and independence while fostering positive relationships through attentive listening and a patient approach.

Education Skills

Diploma of Nursing

From Southern Cross Education Institute, Adelaide.

(October 2023)

Certificate IV in Disability

From Australian Community and Management College.

(February 2022)

Diploma of Nursing (Semester 1 & 2)

From TAFE, Brisbane

(February 2021 to December 2021)

Master of Professional Accounting

From Charles Darwin University, Melbourne.

(2018)

Short Courses in

* First Aid And CPR.
* Manual handling

Availability: Full time

Core Competencies:

I have a sound knowledge of working with aged care residents. Having completed first semester of diploma of nursing and placements in age care.

As a personal care worker, I have gained practical knowledge of aiding the aged care residents in their daily living.

**Employment History:**

Support Worker (Care Assure 2022 to 2023)

Roles and Responsibilities

* Helping with bathing, dressing, grooming, and toileting.
* Assisting with physical limitations or health conditions.
* Helping people get organized, plan their day, clean, meal-plan, and shop.
* Helping people keep active and participate in community activities.
* Helping people achieve their goals.

Personal Care Worker (Altaira Nursing Services 2022)

Role and responsibilities

• Worked as personal care worker.

• Assist client functioning with respect to hygiene, grooming, nutrition, toileting, socialisation, and mobility.

• Suitable knowledge of food texture and fluids.

• Feeding the residents.

• Provide a clear verbal communication and accurate documentation.

• Bed making.

• Prioritise work and exercise discretion within established policies, guidelines, and procedures.

• Identify and report actual and potential hazards.

• Maintain client confidentiality.

• Followed safety and sanitation policies when handling food and beverages.

Computer Literacy:

I possess all basis computer skills.

OTHER STRENGTHS

• Sound medical knowledge

• Excellent manners and communication skills

• Exceptional ability to stay calm in adverse situations

• Self-motivated and highly organised

• Active team player with ability to work on own initiative

• Strong interpersonal skills

Language:

English, Hindi, and Punjabi

Reference:

Name: Madeeha Usman

(Director Careassure)

Contact: 0408927751

Email: madeeha@thekalculators.com.au

Name: Guneet Kaur

(RN Regis Sandgate Musgrave, Brisbane)

Contact: 0477085230

Email: [guneetsidhu1998@gmail.com](mailto:guneetsidhu1998@gmail.com)

Name: Bindu Gurung

(RN, Windsor aged care, Brisbane)

Contact: 0404938069

Email: [bindutamu5@hotmail.com](mailto:bindutamu5@hotmail.com)

Name: Altaira Nursing Services

(Agency, Adelaide)

Contact: 08 8344 6400

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