

NAVNEET KAUR MUSHIANA

Address : 26 WHEATON ST SOUTHERN RIVER WA 6110

Email : mushiananavi@gmail.com

PHONE : 0416374949

CAREER OBJECTIVE

I am a highly dedicated, professional and qualified Personal Care Assistant with extensive experience in providing the highest standard of quality care to patients and residents ensuring a holistic approach. I am able to confidently provide the highest standard of nursing care to patients and residents and I have the ability to quickly establish and maintain trust and rapport with both residents and their family members. I have attended to all aspects of personal grooming and hygiene including showering, toileting, and changing linen. I am available to work any day of the week, at varying start and finish times and I am available for an immediate start. To attain a position in the industry, where there is an opportunity to share and expand my Skills as personal carer, Counselling and Advocacy skills, which will enable me to grow professionally to help others and at the same time helps towards the success of the organization. I have experience of working children with challenging behaviours through personal care, providing opportunities for integration into the wider community and encouraging clients to reach and exceed their full potential.

EDUCATION

MARCH 2004 YEAR 10
MARCH 2006 YEAR 12
APRIL 2007 ADVANCE DIPLOMA IN COMPUTING SERVICES
APRIL 2011 BACHELOR OF ARTS
JUNE 2013 MASTER IN ARTS
MARCH 2014 BACHELOR OF EDUCATION
DEC 2015 DIPLOMA IN BUSINESS MANAGEMENT AUSTRALIA
November 2018 **CERT 3 IN INDIVIDUAL SUPPORT AGEING AND**

DISABILITY

FROM BESTWEST CARE PERTH

TRAINING AGED CARE:

BANKSIA PARK AGEIS KWINANA
20 BRIGHT ROAD CALLISTA WA 6167
PH.NO 0894191244

Demonstrated Skill

1. Provide personal care
2. Feeding, bathing etc.
3. Empowering clients for their participation in activities
4. Working cooperatively in culturally diverse co-workers and clients Aged Care
5. Disability Care
6. Special needs focus qualification in Child Care
7. Assist clients with Emergency Assistance.
8. Refer clients to the different NGO's and Government agencies.
9. Counsel client and have consent to obtain and release information.
10. Refer clients to financial counselling, drug counselling and gambling counselling.

2015-CURRENT

TASTYBITE INDIAN RESTAURANT WAROONA

Manager: LOVY

Ph.: 0452415243

Demonstrated skills:

Customer services

Cash handling

Receive calls and queries

Give training to new staff

COMPUTER PROFICIENCY

1. Excellent skill in MS Office (Word, Excel, PowerPoint, Access)

2. Excellent skill in Windows, Email and Internet
3. Intermediate typing speed with good accuracy

PERSONAL ATTRIBUTES

1. Ability to work under minimum supervision with self-motivation and also getting the work done correctly at the first instance is one of my key attributes.
2. Can work consistently with patience, as my work involves strong attention to detail and completing the work with accuracy.
3. Quick learning ability and a good team player
4. Good time management skills
5. Handling heavy workload and working under pressure with excellent time management and follow up with pending work.
6. Demonstrate empathy properly.

I am having Indian driving license and fully insured car as well.

REFREE:

GURPREET KAUR BRAR
COMMUNITY SUPPORT WORKER
FLEX HEALTH GROUP SERVICES

M: 0451915244

MANDY

SUPERVISOR

BANKSIA PARK AGEIS

0405082873

SHIVANI DIWAN

SOUTHERN CROSS CARE

ASSISTANT IN NURSE

M: 0430504984

CAMILLE TANGLEY

BESTWEST CARE

ASSESSOR

PH: 0894391673