Mobile number:0479 152 442

Email address: [islam.arifulislam@gmail.com](mailto:islam.arifulislam@gmail.com)

Address:1 Hodkin Place, Ingleburn, NSW 2565

**N**URSING **P**ROFESSIONAL

Implementing nursing skills and building strategies to exceed expectation of Stakeholders

**PROFESSIONAL PROFILE**

I have over 5 years’ experience in Customer Service and Administrative roles,I have done 120 hours’ placement in Uniting Nursing Home, Bankstown, Sydney and achieved certificate IV in Ageing Support.

**KEY AREAS OF ABILITY**

* Analysis, strategy development and delivery from identified needs
* Traditional care and commitment to organizational targets
* Communication nucleus with depth of cultural awareness
* Rapport and relationship management with lasting focus
* Enthusiastic, knowledge-hungry learner and committed to excellence in my work
* Highly motivated self-starter who takes initiative with minimal supervision
* Conscientious go-getter who is highly organized, dedicated, and committed to professionalism
* Resourceful team player who excels at building relationships with customers and colleagues
* Productive employee with solid work ethic who exerts optimal effort in successfully completing tasks

**HIGHER EDUCATION**

**Bachelor In Accounting (Ongoing)**

**University of Western Sydney**

**Advanced Diploma of Leadership and Management (Completed)**

**Fox Training Academy**

**Diploma of Community Services (Completed)**

**Ambition Training Institue**

**Certificate IV in Ageing support (Completed)**

**Global Educational Institute**

**Campsie NSW 2194**

**Certificate IV in Property Services (Real Estate) (Completed)**

**Australian College of Professionals**

**First Aid & CPR**

**Sydney**

**NSW Police Check**

NSW Police Branch

**TRAININGS**

**Manual Handling**

Uniting Nursing Home, Bankstown, Sydney **JUL 2017**

**Infection Control and Hand Hygiene JUL 2017**

Uniting Nursing Home, Bankstown, Sydney

**Dementia Handling JUL 2017**

Uniting Nursing Home, Bankstown, Sydney

**Elder Abuse Training JUL 2017**

Uniting Nursing Home, Bankstown, Sydney

**WHS Training JUL 2017**

Uniting Nursing Home, Bankstown, Sydney

**Cultural Diversities Training JUL 2017**

Uniting Nursing Home, Bankstown, Sydney

**Incident/Accident/Hazard Management Training JUL 2017**

Uniting Nursing Home, Bankstown, Sydney

**Continence Management and Assessments JUL 2017**

Uniting Nursing Home, Bankstown, Sydney

**PROFESSIONAL EXPERIENCE**

**Worked as an Administration and Client Service Officer 2010-TILL**

**Work placement at Uniting Nursing Home, Bankstown, Sydney, NSW**

**Assistant in Nursing- Under Supervision (Work Placement)**

* To establish rapport with families, staff and volunteers and facilitates communication between
* To protect the rights of residents and ensures care provided maintains resident’s dignity and privacy
* To respect the confidentiality of residents as well as other team members
* To have an understanding of the internal/external complaints mechanism
* To have an understanding and commitment to Continuous Quality Improvement
* To attend the personal needs of the resident including all activities of daily living, social emotional support in accordance with the care plan and at the direction of the Supervisor Care Leader / Duty Nurse
* To provide opportunities for residents to participate in meaningful activities
* To support resident’s choice/decision making
* To provide domestic services in the residential facility including food handling, laundry, cleaning and other tasks as instructed by the Care Leader / Registered Nurse
* To report and document any changes in resident’s health and well-being
* To maintain hygiene/safety practices in accompanying caring tasks
* To demonstrate an ability to complete appropriate Incident/Hazard Reports
* To have awareness of practices and maintains a safe environment including Fire Safety, Evacuation, and Emergency Procedures
* To maintain the workplace equipment and environment
* To recognize health and environmental hazards and reports damages, faults and problems, using appropriate incident reporting
* To fulfill duties as allocated and prepared to alter routines to meet the changing needs of the residents
* To work cooperatively as a team member and supports new and less experienced staff
* To maintain appropriate hand-washing techniques
* To follow correct Manual Handling Procedures

**Key Responsibilities as an AIN:**

* To maintain WH&S standards
* To provide training and support to the new staffs
* To maintain proper chemical handling procedures
* To maintain proper cleaning and hygiene standards

**Key Responsibilities as an Administration and Client Service Officer:**

* responsible for procurement of office supplies and stationery from the Office works on a regular basis
* responsible for purchase of special supplies including staff and customer amenities as and when required
* responsible for control and custody of the stationery and office supplies for the accounting practice
* Procurement and maintenance of plant and equipment

**ACHIEVEMENTS**

* Highly appreciated for my hard work and efforts wherever I had worked
* Highly appreciated at my work placement for my quick learning attributes
* Highly appreciated by the management and the clients for my contributions and support

**INTEREST**

* Working for the community and society
* Aged care, disability care and child care
* Basic computers with administration roles

**RESIDENT**

Australian Citizen

Part time available

**REFRENCES**

**Santosh Pathak**

Director/Trainer & Assessor

Global Educational Institute Pty Ltd

0282830401

[info@globaleduins.com.au](mailto:info@globaleduins.com.au)

**Samiksha Adhikari Pathak**

Work placement coordinator

Global Educational Institute Pty Ltd

0420688574