

CURRICULUM VITAE

PERSONAL DETAILS:

Name: Navneet Kaur
Address: U-5, 70 Norfolk street, Blacktown 2148, NSW Australia
Mobile: +61 414 876 767
E-mail: navneet.kaur25@yahoo.com
Date of Birth: 6th July, 1989
Gender: Female

CAREER OBJECTIVE

To work for an organisation where I can grow professionally, improve my skills and work as part of a team. To enjoy the career I choose to help make positive difference.

CAREER ACHIEVEMENTS

Jul 2012-Feb 2013: Rise Network, WA

Position: Support Worker

Duties:

- Assisting people with disability with their daily routines.
- Using holistic approach to fulfill their needs such as personal, emotional.

Nov 2012-Jul 2014: Nulsen Haven Association Inc.

Position: Support Worker

Duties:

- Assisting residents to make their decisions
- Assisting them with personal care
- Assist them to engage in social participation
- Using holistic approach to make sure residents fulfil their all needs including physical, emotional, cultural and social, etc.

2014-2016: Carpentaria Disability Services.

Position: Support Worker

Duties:

- Helping people with disability in personal care.
- Try to fulfill their needs using holistic approach.
- Engaging people with disability in social participation.

JLU 2016-Current: Hungry Jacks

Position: Manager

Duties:

- Managing daily routines
- Meeting sales target and KPI
- Training and managing employees
- Handling food orders including receiving and ordering

Jul-Dec 2018: Randstad Education

Position: Educator

Duties:

- Supervise and monitor the safety of children in care
- Help children keep good hygiene
- Organize activities or implement a curriculum that allow children to learn about the world and explore interest while considering EYLF and NQS.
- Keep records of children's progress, routines and interest.

23 Sep- current: Cherry Bridge Station

Position: Educator

Duties:

- Supervise and monitor the safety of children in care
- Help children keep good hygiene
- Organize activities or implement a curriculum that allow children to learn about the world and explore interest while considering EYLF and NQS.
- Keep records of children's progress, routines and interest

EDUCATION

2014: Certificate 3 in Childhood Education and Care

2009-2011: Diploma in Community Services, WA

SKILLS & ACHIEVEMENTS

Computer Skills - Microsoft tools: MS Word, MS Excel, Power Point

Languages - English (Fluent)

HINDI – Native Speaker

PUNJABI - (Native speaker)

Full Light Rigid NSW Driving License

Willing to obtain First Aid certificate

Working with children check-

REFEREES

Pramila : Room leader, Cherry Bridge Station

Contact details: 0450 434 644

Stacey Bradshaw: Coordinator, Randstad Education , NT

Contact details: Stacey.bradshaw@randstad.com.au

Mandy Mazzuchelli : Restaurant Manager, Hungry Jacks

Contact details: 0401 579 358