**Navjot**

Edmonton, NW | (587) 738-0700 | [navinavjot274@gmail.com](mailto:navinavjot274@gmail.com)

**OBJECTIVES**

Looking to utilize my knowledge, skills, and experience in providing care and support to older adults. Background in health education provides a strong foundation in the biological, psychological, and social aspects of ageing. Currently studying Nursing Leadership and Management at Niagara College, Welland Campus, and seeking a job in Health Care.

**SKILLS**

 Proficient in providing personal care, including bathing, dressing, grooming, and feeding.

 Experienced in assisting with mobility, transfers, and ambulation.

 Certified in First Aid and CPR with strong knowledge of infection control practices.

 Excellent communication and interpersonal skills with a compassionate and patient demeanour.

 Skilled in monitoring vital signs.

 Strong organizational abilities and attention to detail, ensuring accurate record-keeping and time management.

 Ability to prioritize, multi-task, and work under pressure to complete assigned tasks responsibly.

 Ability to solve problems, with excellent analytical skills for customers.

 Excellent team player and strong working independently; strong work ethic.

 Possesses data entry skills and is comfortable using OneDrive.

 Proficient in Microsoft Office (Word, Excel, PowerPoint) SAR CRM, and CRM Software.

**WORK EXPERIENCE**

Personal Support Worker

Bethesda Services, Vineland, ON (Currently Working)

Employer Name: Charu Baghel

Email Id: [Intriguebaghel16@gmail.com](mailto:Intriguebaghel16@gmail.com)

• Assisted clients with daily living needs to maintain self-esteem and general wellness.

• Assisted with daily living activities and running errands.

• Assisted with dressing guidance and grooming, meal preparation, and medication reminders.

• Consulted with supervisors to assess cases and build strategies for enhancing care.

• Supported clients with mental support and physical activities to accomplish quality of life and sustain needs.

• Assisted with feeding and monitored intake to help patients achieve nutritional objectives.

• Built and maintained rapport with clients and family members to facilitate trusting caregiver relationships.

Customer Service Representative

Tim Horton (May-August 2023)

Employer name: Mr. Aditya

• Assisted customers in a friendly and efficient manner, addressing inquiries and resolving issues.

• Processed customer orders accurately and ensured timely delivery of services.

• Maintained a clean and organized work environment, adhering to company standards.

• Handled cash transactions and operated POS systems with precision.

Registered Nurse

Shrimann Hospital, India (January - October 2023)

Daily responsibilities and skills includes:

• Performed basic head-to-toe assessments and documented patient histories.

Planned care independently, worked to carry full patient load.

• Administered prescribed medications, orally or by subcutaneous or intramuscular injection.

Performed blood glucose and vital signs testing as required.

• Provided pain management through pharmaceutical and non-pharmaceutical interventions.

• Assembled and used equipment such as catheters, tracheostomy tubes, and oxygen supplies;

provide tracheostomy care and catheter insertion.

• Provided activities for daily living and assisted with ROM exercises for residents.

• Developed therapeutic relationships with patients and family while providing care.

**VOLUNTEER EXPERIENCE**

Intern Nurse

• PIMS (Punjab Institute of Medical Sciences) India from Feb 2021 to April 2021

• Civil Hospital Hoshiarpur, Punjab, India from Feb 2018 to April 2018

• Civil hospital Jalandhar, Punjab, India from Mar2022 to April 2022

• Shrimaan Super Specialty Hospital (Sept. 2021 to Nov. 2021)

• Provided direct patient care in a busy emergency room, assessing and triaging patients,

administering medications, and performing procedures.

• Collaborated with healthcare team on care plans and documented patient care in EHR, ensuring continuity with physicians and professionals.

• Participated in quality improvement initiatives and ongoing education and training to stay up to date with best practices and new technologies.

**EDUCATION QUALIFICATION**

Post Graduate Certificate in Nursing Leadership and Healthcare Management,

Niagara College, Welland Campus, ON 2024 (Completed)

Bachelor’s Degree in Nursing

Sant Baba Bhag Singh Institute Of Nursing, India 2018- 2022

**ADDITIONAL CERTIFICATION**

Canadian Red Cross Standard First Aid & CPR Certificate (2024 – Present)

Gentle Persuasive Approach in Dementia Care Certificate (2024 – Present)

**AVAILABILITY**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Availability | Available | Available | Available | Available | Available | Available | Available |