**Parnajpreet Kaur**

Edmonton, AB | (647)4485058 | Parnaazkaur.13@gmail.com

**EDUCATION**

* Diploma In Office AdministrationGeneral- September 2023-April 2024
* Community Support Worker- September 2024- Present
* Brain Story Certification **(AFWI)-** September 2024

**SUMMARY**

* Skilled in providing respectful and compassionate support with daily personal care needs.
* Experienced in managing household tasks efficiently, including light housekeeping, organizing, and maintaining a safe and clean environment for clients.
* Knowledgeable in preparing nutritious and appealing meals, understanding dietary needs and restrictions to support clients' health and wellness
* Excellent communication skills, actively listening and responding thoughtfully to client needs, fostering a supportive and trusting relationship.
* Known for a patient, empathetic approach that builds strong rapport and provides emotional support to clients.
* Quick learner with a positive attitude toward learning new concepts and adapting to client-specific needs and preferences.
* Proficient in using computer systems and organizing digital records, ensuring accurate documentation and efficient client service.

**WORK EXPERIENCE**

**Community Disability Worker** May 2023- August 2024

*Dream Care Home Health Service, Brampton, ON*

* Providing companionship and emotional support to clients, engaging in meaningful conversations.
* Monitoring and addressing pain levels, assisting with pain relief techniques (as directed by healthcare professionals), and ensuring comfort.
* Remain calm and act swiftly in emergencies, such as administering first aid, contacting emergency services, and notifying family members.
* Collaborating effectively with healthcare professionals, therapists, and other caregivers to ensure holistic care for the client.
* Provided personal care assistance to elderly clients including bathing, dressing, grooming, and toileting.
* Documented daily care activities and observed changes in the client's condition

**Caregiver** May 2022– March 2023

*Senior Citizen Home, Chandigarh. India*

* Provided personal care assistance to elderly clients including bathing, dressing, grooming, and toileting.
* Administered medications according to prescribed schedules and monitored health conditions.
* Prepared nutritious meals and snacks based on dietary restrictions and preferences.
* Performed light housekeeping tasks such as cleaning, laundry, and maintaining a safe environment
* Engaged clients in activities to promote physical and mental stimulation.
* Documented daily care activities and observed changes in the client's condition

**SKILLS**

* Communication Skills
* Teamwork Skills
* Time Management Skills
* Quick Learning Skills
* Problem Solving Skills

**AVAILABILITY**

Part-Time | Sunday, Saturday, Tuesday, Thursday