

☐ +916355916655
☐ shitalchauhan789@gmail.com
☐ Ahmedabad, Gujarat. India

SHITAL PANDYA

Health Care Assistance

SUMMARY

I have worked as an office councilor at English World and I am currently working as a health care assistant at Apna Ghar, Hope of bright. I'm very passionate about providing the best care and support for the elderly people I take care of there. I'm a caring person who enjoys making people happy and my job as a health care assistant helps me do just that.

PROFESSIONAL EXPERIENCE

Health Care Assistant

December
2021to present
Ahmedabad

Innervoice Charitable Trust - Dikara nu Ghar Gandhinagar

- ◆ Providing everyday care to old age people.
- ◆ Focusing on personal hygiene, mental stimulation, and general wellbeing.
- ◆ Ensuring their place is clean and comfortable.
- ◆ Managing clients' care logs and medical recruitment.
- ◆ Transporting clients to various appointments and activities.
- ◆ Monitored and recorded the general health of clients.

Office councilor

Mar 14- November

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ENGLISH WORLD AHMEDABAD

Ahmedabad

- ◆ Arrange student's time table for IELTS and spoken English students
- ◆ Coordinate with Directors and Teachers
- ◆ Arrange seminars with other country's University
- ◆ Arrange students and Directors meeting

EDUCATION

Bachelor of Business Administration (BBA)

June '23

Dr. A.P.J ABDUL
KALAM UNIVERSIY
INDORE

H.S.C.

Mar. '16

Gujarat Higher Secondary Education Board
Gandhinagar

S.S.C

Oct. '14

Gujarat Secondary Education Board Gandhinagar

LANGUAGES

Gujarati, Hindi & English.