ANISH tAMANG

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CAREER SUMMARY

**• Health Management Intern • Diversional Therapist Intern •**

* ***A focused data entry operator and analyst*** with direct experience in the entry of a large number of data and analyzing the data through advanced excel and visualization skills to provide the story behind the numbers
* ***An organized, energetic, motivated and highly resourceful professional*** with an undergraduate degree with two different majors with the addition of four different internships each of which had different challenges and surroundings. Proven track record of successfully completing and handling any given tasks.
* ***A proactive contributor who excels in problem-solving, delivering right tools, resources and support*** – at the right time with little or no supervision to meet the demand and the goals of the organisation and managers.
* ***An unflappable problem solver who juggles multiple assignments simultaneously***and works with confidence and ease in even the most challenging, fast-paced environments.

AREAS OF EXPERTISE

* Microsoft Excel,
* Microsoft Access,
* Microsoft Word,
* Microsoft Outlook,
* Microsoft PowerPoint,
* Data Entry,
* Data Analysis,
* Tableau,
* Research,
* Healthcare,
* Customer Service,
* Communication,
* Teamwork,
* Time Management,
* Event management,
* Presentation,
* Reporting,
* Hospitality
* Team Leadership

PROFESSIONAL EXPERIENCE

**Opal Aged Care, Home Office**, 27/135 King Street, Sydney (29/08/2018- 12/10/2018)

*One of the leading providers of Residential Aged Care Services in Australia*

**Health Services Management Intern**

* ***Created a custom advanced excel spreadsheet which was used in all the 73 homes of the organisation,*** created within a week with the use of VBA language and advanced excel macros.
* ***Entry of different Qualitative and Quantitative data into a spreadsheet and*** using those data to create visualization and analysis of the key findings.
* ***Developing a project plan for introducing new Policies & Procedures,*** successful entry of all P&P into a spreadsheet and successful creation of a project plan.

**Pendle Hill Retirement Village**, 282 Dunmore St, Pendle Hill NSW 2145 (15/06/2018- 28/07/2018)

*A part of Fresh Hope Care a not for profit Christian organisation providing care for elderly citizens.*

**Diversional Therapist Intern**

* ***Successfully able to lead and implement various recreational activities with the residents,*** quickly built rapport with the residents and was able to achieve great outcomes with the recreational activities I implemented.
* ***Individually planned and implemented a group recreational activity***, by completion of assessments, progress notes and care plan for residents.
* ***Working together with different other health professionals,*** like physiotherapist, recreation officer to achieve a common goal of helping the residents.

**Sports NSW**, 1/8 Parkview Dr, Sydney Olympic Park NSW 2127 (19/03/2018- 28/05/2018)

*Sports NSW is an independent member-based peak body representing New South Wales sport and the active recreation sector*.

**Health Services Management Intern**

* ***Successfully learned a completely new software OBS studio in a week and*** helped the department to set-up the software and Livestream the goalball world cup.
* ***Entry and analysis of qualitative and quantitative data,*** from the surveys completed in the sporting events.
* ***Organizing and assisting in sports disability inclusion events,*** by making flyers, contacting schools, managing supplies, and interacting with the kids with disability.

**Balmain Hospital**, 29 Booth St, Balmain NSW 2041 (10/10/2018- 20/11/2017)

*Balmain Hospital is a community-based healthcare facility that has been caring for local people since 1885.*

**Diversional Therapist Intern**

* ***Successfully build a good rapport with different patients and*** implement different recreational activities with them which helped them make feel better and feel welcomed in the hospital.
* ***Completing progress notes for each patient,*** and successful follow up with each patient and demonstrate the results of the activities.

**Ibis Budget Hotel**, 377/383 Great Western Hwy, Wentworthville NSW 2145, (10/03/2016- 20/05/2017)

*One of the franchises of Accor hotels and ranked number one hotel in Wentworthville.*

**• Room Attendant • Housekeeping Supervisor**

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* ***Checking the quality and standards of all the 104 rooms,*** which ensured that there were hardly any complaints from guest regarding the cleanliness of our rooms.
* ***Successfully managing and maintaining the standards of the quality of work by the staff members,*** by providing the right training and support no staff had any work-related issues during my tenure.
* ***Providing great customer service,*** putting the customers’ needs were always the first priority no matter what their wishes I always found a way to make them satisfied and happy during their stay.
* ***Manager’s best employee,*** by successfully implementing all the requests and suggestions from the manager.

EDUCATION

**Bachelor of Health Services (Health Services Management/Therapeutic Recreation)** | Western Sydney University, Campbelltown campus

*(2016 – 2019)*

OTHERS

Languages- Nepali, & Hindi (Bilingual Proficiency)