

Professional Summary

Motivated and reliable professional with four years of experience across administration management, support work, hospitality, disability support, and cleaning services. NANDIN brings strong organisational skills, attention to detail, and a practical, person-centred approach to supporting clients, teams, and daily operations. Experienced in coordinating administrative tasks, maintaining accurate records, delivering quality customer service, assisting people with disability, and ensuring safe, clean, and well-presented environments. Known for being adaptable, dependable, and committed to providing respectful support and efficient service across diverse workplace settings.

Key Skills

Administration Management

- **Office coordination:** Support daily administrative operations, scheduling, documentation, data entry, and general office organisation.
- **Record management:** Maintain accurate client, staff, and service records with strong attention to confidentiality and detail.
- **Communication support:** Respond professionally to enquiries, coordinate information between teams, and assist with clear workplace communication.

Support Work and Disability Services

- **Person-centred support:** Assist people with disability respectfully, promoting independence, dignity, comfort, and wellbeing.
- **Daily living assistance:** Provide practical support with routines, appointments, community access, and general day-to-day needs.
- **Safe service delivery:** Follow workplace procedures, communicate concerns appropriately, and support safe, inclusive environments.

Hospitality and Cleaning Services

- **Customer service:** Deliver friendly, professional service in hospitality environments while managing busy and changing priorities.
- **Cleaning and presentation:** Maintain clean, hygienic, organised, and welcoming spaces in line with workplace standards.
- **Teamwork and reliability:** Work effectively with colleagues, follow instructions, manage time well, and contribute positively to team outcomes.

Work Experience

Commercial Cleaning | Melbourne

- Provided reliable commercial cleaning services across workplace and business environments, maintaining high standards of hygiene, safety, and presentation.
- Completed cleaning tasks efficiently, including general cleaning, surface sanitisation, waste removal, and maintaining organised shared spaces.
- Followed workplace procedures, used cleaning products safely, and worked independently or as part of a team to meet service expectations.

Silver Service Waitressing | Queensland | 2 Years

- Delivered professional silver service waitressing in hospitality settings, providing attentive, courteous, and high-quality customer service.
- Assisted with table service, food and beverage presentation, guest enquiries, and maintaining a polished dining environment.
- Worked effectively in fast-paced hospitality venues, demonstrating strong communication, presentation, teamwork, and time management skills.