

Jitesh Joshi

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1. Registered BC Care Aide
2. LLQP - Life License Qualification Program
3. General Insurance Salesperson BC - Level 1(Fundamentals of Insurance)

Work Experience

Registered Care Aide

Senior Village Maple Ridge - Clinical placement-Maple Ridge, BC

June 2025 to July 2025

- Clinical Placement in Senior Village reported to Registered Nurse.
- Assist with patient personal hygiene, with bathing, toileting, care of skin, hair, nails and mouths, dressing and other activities of daily living.
- Assist residents to and from the dining room in accordance with scheduled meal times, noting changes in appetites and food preferences and reporting to the nurses.
- Uses good body mechanics and proper lifting techniques. Lifts and transfers, porters / ambulates residents in a manner which promotes safety and comfort.
- Reduced risk of infections by adhering to strict hygiene protocols during all aspects of care delivery.
- Observed patient skin conditions and reported findings to the registered nurse.
- Assists with social and activity programs, as needed, including daily exercise, accompanying residents on excursions

Accounts and Payroll Assistant

Forever Group -Contracting Ltd-Surrey, BC

January 2024 to November 2024

- Account reconciliation, cheque processing, and customer /supplier account management
- Process Account payables and Account Receivables
- Maintain the banking reconciliation system for all deposit transactions, revenue transactions.
- Prepare and post month-end journal vouchers to ensure financial records are up to date.
- Process invoices accurately, code the payables to the correct account, post into accounting system
- Process payroll and attendance of employees
- Checking documents for the new hires and offboarding staff
- Maintaining & updating employees' files ,vacation, leaves, personal credentials.
- Prepare Record of employment certificate of staff.

Sales and Customer Service Associate

Budget Furniture Land-Surrey, BC

February 2020 to February 2021

- Retail Sales and customer service
- achieve sales targets
- Review orders prior to delivery
- Data entry for sales and supplier invoice