**ANJISH GURUNG**

**Mobile:** 410531731

**Email:** grganjish@gmail.com

**Address:** Ashfield, NSW 2131

**LinkedIn:** <https://www.linkedin.com/in/anjish-gurung-843a43183/>

**CAREER OBJECTIVE**

I am ambitious and self-motivated, holding a Bachelor’s Degree, and seeking an ICT Support role where I can utilise my management, communication, and customer service skills and bring out my positive attitude to the company. In the near future, I see myself as a Senior IT Executive, managing the team and becoming one of the company's key players. With my passion towards technology and focus on customer service, I see myself being a part of the organisation.

**KEY STRENGTHS**

* Good communication with the customers
* Roster and Budget Management
* Attention to detail
* Adaptability
* Analysis

**EDUCATION**

**Professional Year Program (Information Technology) Oct 2022 - Present**

Queensland International Business Academy, Sydney Campus

**Bachelors in Information Technology Jul 2020 – Jul 2022**

Federation University, Sydney Campus

**Bachelor of Information Technology Jul 2019 – Jul 2020**

Victoria University, Sydney Campus

**ACADEMIC PROJECTS**

**Title**: Build a cash wash website

**Objective**: To create a user-friendly website where users can book a car wash and see its features

**Tools**: HTML, CSS, JAVASCRIPT

**Duties**: In a group of three, my duties included designing a simple-looking website where the users can see the features clearly. I wrote the code of the pages and debugged most of the errors that were not working.

**Outcome**: Achieved a Distinction

**WORK EXPERIENCE**

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| **Food & Beverage Attendant Jul 2022 – Nov 2022**  **QANTAS (Queensland and Northern Territory Aerial Services Ltd), Sydney, NSW**   * Providing good customer experience by assisting customers with the food, drinks and cleaning the premises. * Stocking up all the food in the buffet area. * Assist wait staff with timely food delivery and guest requests.   **Team Member May 2022 – Oct 2022**  **Coles Supermarkets Australia Pty Ltd, Sydney, NSW**   * Splitting the products according to their category. * Printing out the reduced-price tickets for the products expiring within a week. * Stacking the products in their respective places.   **Sales Assistant Nov 2020 - Present**  **Endeavour Group (BWS)-, Sydney, NSW** |
| * Maintained excellent levels of workplace cleanliness around equipment to enhance safety and productivity. * Daily stock check and ordering of the products if required. * Daily updating of tickets for the products provided by the company. * Looking after registers and solving customer problems in-store or on-call as per required. * Managing Roster according to the budget in absence of the Manager. * Making up displays of the products occasionally. * Reporting incidents to the Company’s allocated place on the website.   ***Promotions:*** Promoted to Team Member Level 3  **Crew Trainer Sep 2019 – Aug 2021**  **McDonald's Australia Holdings Pty Ltd, Sydney, NSW**   * Providing and assessing training in food preparation to trainees. * Managing the food preparation sector with high hygiene. * Monitoring day-to-day activities, noting areas needing improvement and implementing plans for smooth business.   ***Achievements:*** Team Member of the Month (July 2020)  ***Promotions:*** Promoted to Crew Trainer (March 2021)    General Service Officer Aug 2019 – Sep 2022  **Columbia Aged Care, Sydney, NSW**   * Multitasking as per rostered including Kitchen Assistant, Laundry and Cleaning. * Assisting Chef to cook food and provide all the items as the chef asks for the food preparation. * Taking the temperature of the products as required.   ***Achievements:*** Employee of the Month ( Nov 2019) |
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**TECHNICAL SKILLS**

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| **Programming Languages:** | HTML, JAVASCRIPT, CSS(Flex, Grid) |
| **Operating Systems:** | Windows OS, Mac OS, Microsoft Windows (Word, Excel, PowerPoint, Project, Outlook) |
| **Databases:** | MySQL |
| **Frameworks:** | Bootstrap |
| **Applications:** | Visual Studio Code, Adobe Photoshop, WordPress |

**VOLUNTEER WORK/EXTRA-CURRICULAR ACTIVITIES**

* Volunteered in Earthquake Relief Programs (2015) for victims of Nepal by providing aid like food, water, and shelter.
* Joined the event “ACS Tech and Employability Half Day Conference” organized by ACS in November 2022.
* Started Web Development Bootcamp at Dented Code Academy in November 2022.

**PROFESSIONAL AFFILIATIONS**

* Australian Computer Society (ACS) - Member ID: 4339335 Joined: Oct 2022

**REFERENCES**

Sudhir Kunwar

Fulfilment Manager (Dan Murphy’s)

0430164262