

BLAISE TSHITENGA

A well-educated and articulate individual with commended ability to work with others to achieve set outcomes. Young and full of energy yet a maturity that allows Blaise to have developed attractive and employable skills. Accompanied with an appealing personality will support a successful transition from full time study to employment. A positive mind set and passion for sport compliment a thoughtful and thinking individual. Key strengths include strong attention to detail and a willingness to learn and develop professionally.

"I am looking for a role that provides the opportunity to grow. I am always eager to learn and take on new challenges. By accepting new challenges and learning new skills on the way, I will be able to take on more responsibility. Therefore, a role that provides training & growth opportunities would be perfect."

OVERVIEW

Key skills include:

- ✓ Customer service
- ✓ Have OH&S Knowledge
- ✓ Cash handling
- ✓ Harder worker
- ✓ Translate invoices
- ✓ Problem solving
- ✓ Team work
- ✓ Task allocation
- ✓ Work unsupervised
- ✓ Effective time management skills
- ✓ Reliable transport

WORK HISTORY

Zen Catering – Waiter: March 2018 –

Some tasks, but not limited included:

- ☐ Providing excellent wait service to ensure satisfaction
- ☐ Taking customer orders and delivering food and beverages
- ☐ Prepare tables by setting up linens, silverware and glasses
- ☐ Arrange table settings and maintain a tidy dining area
- ☐ Deliver checks and collect bill payments
- ☐ Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations
- ☐ Follow all relevant health department regulations

Australian Post – Po Box sorter (Virginia Business Hub): April 2018 –

Some tasks, but not limited:

- ☐ Weigh mail to determine correct postage.
- ☐ Sort mail such as returned letters, adjustments, bills, orders, and payments.
- ☐ Complete incorrect returned mail.
- ☐ Record registered mail.
- ☐ Use fax and scanning machines.
- ☐ Sort and collate mail.
- ☐ Place mail in proper buckets for distribution

Australian Post – Van Op (Heathwood DPO): Oct 2017 – Jan 31 2018

Some tasks, but not limited included:

- ☐ Place mail in metal bins and carry to departments for distribution.
- ☐ Sort and collate mail.
- ☐ Place mail in proper buckets for distribution.
- ☐ Use pallet jack
- ☐ Scan plates
- ☐ Deliver and collect parcels to clients

Etax Accountants – Administration Assistant: July 2015 – Dec 2016 (1 yr & 6 months)

Responsibility included running and coordinating the day-to-day administrative duties of an organisation. My daily tasks highlighted the importance of organisation skills, communication skills and the capacity to manage several tasks or requests simultaneously. Some of my tasks, but not limited included:

- ☐ Use computer word processing, spreadsheet, and database software
- ☐ Sort incoming mail, faxes, and courier deliveries for distribution
- ☐ Prepare and send outgoing faxes, mail, and courier parcels
- ☐ Forward incoming general e-mails to the appropriate staff member
- ☐ Forward voicemail from the general mailbox to the appropriate staff member
- ☐ Purchase, receive and store the office supplies ensuring that basic supplies are always available

Green Army - Conservation worker: 2015 (6 months)

Six months' project with the aim of increasing biodiversity at the Oxley Creek Catchments.

Some tasks, but not limited included:

- ☐ Identify diseased or undesirable trees and remove them, using power saws or hand saws.
- ☐ Drag cut trees from cutting areas and load trees onto trucks.
- ☐ Sort tree seedlings, discarding substandard seedlings, according to standard charts or verbal instruction
- ☐ Perform fire protection or suppression duties, such as constructing fire breaks or disposing of brush.
- ☐ Explain or enforce regulations regarding camping, vehicle use, fires, use of buildings, or sanitation.
- ☐ Erect signs or fences, using post hole diggers, shovels, or other hand tools.

EDUCATION AND EXPERIENCE

Currently completing my final year studies of an undergraduate double degree in International Business and Commerce at Griffith University.

Courses taken:



BLAISE TSHITENGA

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- Financial Accounting
- Corporate Finance
- International Relations
- Business Statistics
- Auditing
- Economics
- Management Concept
- Revenue Law
- Accounting Theory & Practice
- International Accounting

Technical Skills: Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook ~ General SAP ~ Google Docs

POST GRADUATE PROFESSIONAL DEVELOPMENT

Qualifications:

- Recently completed a Certificate III in Hospitality
- Completed a Diploma in business
- Certificate III in Accounts Administration

VOLUNTEER ENGAGEMENTS

- **2017: Event team member at Cyala – Speakers Acquisition**
 - A leading development organisation for young Africans aged 18-28, who are living abroad, and are passionate about advancing Africa and her people globally.
 - In April 2016, we held our first “Love Being African” Inaugural Conference.
- **2017: Christmas Toy & Book Appeal**
 - With the Smith Family

REFERENCES

Available upon request.

