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| Career Objective |

A highly committed and performance-oriented individual seeking for an interesting, challenging position where I can contribute to achieve the company goals and maintain its reputation and providing me with opportunities to utilize my existing skills and learn new ones.

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| Technical Skills |

# Computer Systems: Windows® 2007, 2008 and 10, Linux

# Computer Software: Microsoft Office (Word, Excel, PowerPoint, Access), Adobe Creative Suit (Photoshop, Illustrator, Flash, Dreamweaver)

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| Education |

**Professional Year Aug 2017 – July 2018**

**Performance Education, Sydney**

*Key Subjects: Australian Workplace Environment, Accelerating Interview Success, Applying Job-search Skills, Professional Workplace Writing and Professional Workplace Communication*

**Bachelor of Information Technology Mar 2014 – Jun 2017**

**Federation University Australia, IIBIT Sydney**

*Key Subjects: WWW Technology, Webpage and Multimedia, Programming 1 & 2, DBMS*

**Bachelor of Education Aug 2008 – Sep 2011**

**Neelakantha Multiple Campus, Nepal**

*Key Subjects: Major in English*

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| Employment History |

**Food Co-worker Nov 2017 – Present**

**IKEA, Canberra**

* Greeting the customer, advising them on the selection of the best food choice.
* Working in a busy and demanding environment by serving large number of customers.
* Operating independently and diligently to achieve outstanding service quality.
* Displaying the ability to work in team to accomplish the task efficiently by multi-tasking,
* Helping the supervisor to accomplish the task by working responsibly in a group.

**Team Leader Dec 2014 – Oct 2017**

**Hungry Jacks, St. Peters**

* Trained the crew members and performed individual coaching & mentoring sessions.
* Delivered high customer service in a busy and high-pressure environment.
* Managed all shift safety & hygiene requirements.
* Handled customer complaints by investigating customer's problems and finding the solution.
* Delegated the task to the crew members.

**Cross-train (FOH & BOH) Aug 2013 – July 2018**

**Oporto, Taren Point**

* Perform in different work area as per the business requirement.
* Tackle with the busy and high-pressure environment.
* Train the new crew members.

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| Personal Attributes |

**Effective Communication Skills:** Clear communicator with appreciation for different communication styles required when working with team members or customers

**Honest and Reliable:** Strong morals and ethics ensuring honesty, reliability and ability to responsibly undertake tasks

**Flexible and Adaptable:** Understanding of the need for flexibility in order to support last-minute demands and changes. Comfortable with changing environments and situations, ensuring ability to remain flexible and adaptable

**Time Management:** Dedication to effective prioritization and management of time by allocating tasks and recording activities in daily to-do lists

**Reliable:** Commended reliability demonstrated by completion of all rostered shifts as well as availability for non-preferred shifts to assist during peak seasons.

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| References |

**Available upon request**