

SK

SUBASH KOVVURI

RELEVANT EXPERIENCE

City Of Perth Council

FEB 2021 - NOV 2021

Intern Adminstration and Events

- Administration support is given to the Lord Mayor and elected members.
- Coordinated plans and specific event needs with internal personnel.
- Collaborated with leadership and colleagues to coordinate staffing for each event.
- Completed design projects to meet budget, equipment, performance, and legal requirements.
- Outlook, Microsoft Word, Microsoft Teams, Microsoft Excel.
- Organized and prioritized work to complete assignments promptly and efficiently.

EMPLOYMENT HISTORY

Commonwealth Bank

MARCH 2024- PRESENT

Everyday and Customer Banking Specialist

- Processed 50+ applications daily with 99% accuracy, ensuring seamless transactions and exceptional customer service.
- Conducted in-depth financial consultations, assisting customers with Home Loans, Business Banking, and tailored financial solutions.
- Championed digital banking adoption, educating customers on in-branch technology and online banking for enhanced accessibility.
- Thrived in a fast-paced, customer-centric environment, solving problems efficiently while upholding risk-averse banking practices.

Apple

Aug 2023 - Mar 2024

Specialist

- Delivered exceptional customer experiences, assisting an average of 50+ customers daily in selecting and purchasing Apple products.
- Drove sales performance, consistently exceeding targets by effectively promoting iPhones, iPads, MacBooks, and accessories.
- Provided expert product knowledge and troubleshooting, resolving 90% of customer technical inquiries on the spot.
- Optimized store operations, contributing to a 98% inventory accuracy rate through meticulous stock monitoring and coordination.

McDonalds

2024 - 2025

Shift Manager

- Led high-performing shifts, managing teams of 10+ crew members to ensure smooth restaurant operations and excellent customer service.
- Maintained 100% compliance with food safety and security standards, ensuring a safe and hygienic work environment.
- Supervised cash handling and inventory management, accurately monitoring sales, labor, waste, and stock levels to optimize efficiency.
- Trained and mentored new employees, improving team performance and customer satisfaction through structured training programs.

CONTACT

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📍 Perth, WA

🌐 <https://smrk004.github.io/SK.github.io/>

EDUCATION

2023-2025

CURTIN UNIVERSITY, BENTLY, WA

- Bachelor Of Commerce
 - Majoring in: Supply chain management and Logistics
 - Minor in: Business IT
 - GPA: ~3.36

2021

DARLING RANGE SPORTS COLLEGE FORRESTFEILD, WA

- Student Council
- Coder Of the Year Award

SKILLS

- Inventory Management
- Data Analysis & Processing
- Microsoft Office
- Time Management & Organization
- Problem-Solving & Process Improvement

REFERENCE

Available Upon Request