



SAHIL SHRESTHA

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Summary

Ambitious and proactive individual with a strong can-do attitude, always striving for continuous improvement. Eager to learn from others while sharing my own knowledge and skills. Seeking to be part of a collaborative team where I can contribute efficiently, reliably, and with integrity. I bring a mature perspective, viewing challenges as opportunities for growth and innovation.

Objective

To join a dynamic team that values accuracy, teamwork, and professional growth. I aim to enhance my skills, learn from my colleagues, and contribute positively to a productive work environment.

Skills

- Strong customer service skills, focused on creating positive experiences.
- Excellent communication, both written and verbal.
- Effective team player, collaborating well with colleagues to achieve goals.
- Quick learner with a creative approach to problem-solving.
- Skilled in multitasking and consistently meeting deadlines under pressure.
- Proficient in data entry with high accuracy and attention to detail.
- Experienced in opening and closing procedures, maintaining organization.
- Friendly and positive attitude, contributing to a productive work environment.
- Familiar with Microsoft Excel, Google Sheets, and data management software.

Experience

Koala Living | Canberra, ACT

Sales Assistant

09/2022 - Current

- Processed various payment transactions with accuracy, ensuring data was correctly entered and maintained.
- Managed customer inquiries and documented responses for future reference.
- Maintained records of product availability, using organizational skills to track inventory. Reviewed files, recordings, and other documents to obtain information to respond to requests.
- Suggested suitable options for unavailable products and services to retain customers.

Canberra Southern Cross Club | Phillip, ACT

Bar Attendant & Shift Leader

08/2022 - Current

- Led shifts, managing a team to ensure smooth service and efficient operations.
- Managed bar services, including preparing drinks, handling cash, and ensuring customer satisfaction.
- Coordinated with kitchen staff to keep service flowing and update on food and drink availability.
- Trained new staff members on best practices and service standards.
- Maintained accurate records of inventory and daily sales, showcasing attention to detail.

The Squires Landing
Wait Staff
08/2022

- Recorded customer orders with precision in a high-paced environment.
- Demonstrated adaptability and attention to detail under pressure.
- Maintaining excellent customer service during fast-paced environment
- Food running
- Correctly handling and recording customer order
- Pos Knowledge

Education and Training

Bachelor of Software Engineering, University of Canberra, Canberra
Expected Graduation: September 2025

Technical Skills

- Excellent in written and verbal communication skills
- Customer-focused support experience
- Strong understanding of Microsoft Excel & Google Sheets
- Scanning & Digital Document Processing

Languages

English:



Nepali:



References

Available upon request.