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| **Rabina Magar** |  |  |
| Introduction I am Rabina Argeja Magar. I am motivated, resilient and compellingly persuasive individual who loves nothing more than helping customers resolve their problems or find things that they want. Having a professional appearance and a respectful, business-like manner, I am confident when handling enquiries, complaints, and communications. I have an ability to work to timely demands and effectively manage multiple workloads. CAREER OBJECTive To secure a challenging role to share and utilize my experience as a customer service representative and grow within a company. This will encompass and expands on my positive attitude, confidence as a team player, and eagerness to further my organizational development and professional development. Detail-oriented with strong time management skills and ability to learn new tasks quickly. Contact **PHONE:**  0450754646  14/72-74 Albert road, Strathfield, NSW  2135, Australia  **EMAIL:** rabinamagar03@gmail.com Hobbies Travelling and Discovering new places  Listening Music  Cooking varieties of foods  Making new friends  **Personal Attributes**  Effective Communication skills  Honest and Reliable  Time Management |  | EDUCATION Diploma of Accounting  Future College WORK EXPERIENCE  * 1-year experience as barista and café all-rounder at Quay Café, Circular quay. * 1-year experience as waitress in fine dining Malaysian restaurant at Randwick.Road  Highlights  * Very familiar with POS (Point of Sale) system operation * Working in technical way with short time * Works well under pressure * Neat and clean * Fast Learner * Cash management * Problem Solving * Costumer care * Excellent management * Strong leadership qualities  Languages **Name Proficiency**  English Fluent  Nepali Fluent  Hindi Fluent AREAS OF EXPERTISE **Customer Service:** Maintained professional demeanour. Greeted guests/customers in a courteous and welcoming manner. Maintained optimistic and healthy working environment by taking and listening to criticism in a constructive manner. Ensured that the desired expectations of the customers were always met, building healthy relations with customers by assisting them with the menu and meals. |

**Inventory management:** Vigilantly conducted accurate inventory of beverage items and supplies. Determined inventory needs, plus restocked and ordered essential products as well as accurately calculated optimum order levels.

**Cash management:** Operated and handled cash register, financial transactions, cash banks, cash counter and chiefly accepted payments accordingly along with collecting sales slips as required.

**Attendant skills:** Orderly provided food and beverage orders. Set up food service counters, tables and chairs/seats. Took orders, conveyed them to the kitchen, served both food and beverages then immediately cleaned the tables. Performed number of closing duties such as restocking and rearranging working area and pantry, locking refrigerators and doors, checking cleanliness of all the utensils used, etc.

**Team Leading and Training:** Supported and helped employees and all the working staff for excellent performance. Gave orientations and starter trainings to juniors and new hires. Set an example for the trainees by exercising professionalism and taught them how to maintain professional appearance.

**References**

Jack Chhantyal

Quay Cafe, Circular Quay

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