

TURBAT(TOM) TURKHUU

0449 979 299, turbat05.12@gmail.com

SUMMARY STATEMENT

Dedicated international student from North Metropolitan TAFE, currently studying programming, seeking a casual or part-time role that compliments my study schedule. I am eager to contribute my strong work ethic, customer service skills, and adaptability in a restaurant environment. Committed to balancing academic and work responsibilities while delivering excellent service and a positive customer experience.

AVAILABILITY

I'm available on Tuesdays, Wednesdays, Fridays and weekends with full availability during TAFE holidays.

QUALIFICATIONS & EDUCATION

North Metropolitan TAFE, Perth
Certificate IV in IT

July 2024 – Present

SKILLS & ATTRIBUTES

- Able to work collaboratively with others in the workplace.
- Quick problem solver to develop solutions quickly.
- Proven time management and ability to complete tasks within deadlines.
- A high degree of accuracy and attention to detail.
- Clear communicator with the ability to speak English fluently
- Accurate at processing transactions by cash and card.

WORK EXPERIENCE

Retail Computer Technician – Micro Center, Massachusetts USA Jun, 2022- Jan, 2023

Responsibilities:

- Serving customers and dealing with any complaints
- Dealing with transactions, including end of day
- Working as part of a busy team
- Taking phone orders and looking after stock levels
- Fixing hardware and software related issues

Administrative Assistant - Avon Valley Beef, Northam Jan, 2024 – Sep, 2024

Responsibilities:

- Keeping track of online inventory
- Creating and looking after invoices
- Directing communications between team members and customers
- Managing schedule of the delivery team

REFERENCES

Naagii Chakura
Manager at Lotus Tang Restaurant
Naagii67.78@gmail.com