**Amish Gurung**

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Resides in Maroubra, NSW, 2035

Career Objective

Information Technology professional looking for a position in project management and IT in Sydney preferably. Specifically interested in Analysis and design of projects, Application development, IT administrator, Website design.

**Technical skills:**

* Microsoft suite: Word, Excel, Outlook, PowerPoint, Access
* Windows OS
* Use of Enterprise Resource Planning (ERP) software
* Html
* CSS
* Web design using Dreamweaver
* SQL
* PHP
* Database Design
* Hardware maintenance

**Personal Skills:**

* Time management
* Have a passion for technology and business
* Open to constructive criticism and willing to change to improve
* Committed to extracurricular activities and further relevant academic study
* Fluent English and Mother Tongue (Nepali)

Education

**Diploma of Hospitality Management Graduated: 2023**

Apex Institute of Education, Sydney, NSW

**Certificate IV In Commercial Cookery Graduated: 2022**

Apex Institute of Education, Sydney, NSW

**Professional Year Program Graduated: 2020**  
Education Centre of Australia, Sydney, NSW

**Bachelor of Information Technology Graduated:2018**  
University of Southern Queensland, Sydney, NSW  
Major: **Information Technology Management**

**Diploma of software Development Graduated: 2017**Canterbury Business College, Sydney, NSW

**Certificate IV in Programming Graduated:2016**Canterbury Business College, Sydney, NSW

Licenses & Certification

* Software Project Management Foundations  
  LinkedIn, October 2019
* Web Development Foundations: Full-Stack vs Front-End  
  LinkedIn, October 2019
* Xero Professional Year Workshop Attended  
  Education Centre of Australia (ECA), August 2019

Projects

1. **University Business Marketing Campaign**

* Designed a cost-effective marketing campaign for University of Southern Queensland that leveraged a combination of social, email and offline marketing Techniques.
* Developed a campaign budget of $10,000 which was the provided grant for influencing students to join university for 2018.

1. **Report for new mobile application development**

* Business plan for UNICEF new mobile application with 4 classmates to build a mock up
* Managed the web designing plan template and the milestones for the project.

Work History

**Fresh High-Quality poultry, North Sydney, NSW August 2021 – July 2022:**

**Responsibilities:**

* Customer Services
* Inventory Management
* Preparing Dishes Before Service
* Mentoring New Cooks

**Achievements:**

* Management of team members
* High quality customer service satisfaction
* Meeting KPIs

**Completed internship as tester-specifier-analyst, beverly hills, NSW**

**January 2020 - April2020**

**Retail Store Assistant,** Woolworths, Balgowlah, NSW **March 2015 – July 2021:**

**Responsibilities:**

* Customer services
* Inventory management and product information
* Store presentation and Workplace Health & Safety
* Product pricing
* Management of fresh produce area

**Achievements:**

* Customer Satisfaction
* Sales Key Performance Indictors met

**Sushi Chef, Sushinblue, Sydney, NSW January 2016 – October 2018**

**Responsibilities:**

* Prepared and presented hot and cold sushi
* Prepared all sushi food products in compliance of standardised codes recipes and portion volume
* Worked with management and owners designing menus
* Managed maintenance of all equipment used to prepare foods
* Mentored new cooks

**Data Entry Operator,** Yellow Pages, Kathmandu, Nepal **June 2013 - July 2014**

**Responsibilities:**

* Data entry
* Record management
* Update of contact information and details into system
* Data administration

Professional References

Available upon request