

# Andrew Absalan

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Status: Australian citizen

## Employment History:

### **June 2020 – November 2020: Epilepsy Action Australia**

- Call centre sales & customer service

#### Responsibilities:

- Make outbound calls from a client list and make sales
- Programs such as excel were used to record and keep track of sales data
- Completing and ensuring relevant sales documents are accurate and kept up to date
- Making sure sales goals and KPI's were met throughout each quarter

### **October 2019 – January 2020: Wood Room**

- Delivery boy/removalist for furniture production company

#### Responsibilities:

- Talk to clients over the phone organising delivery times
- Help navigate truck driver to different locations
- Prepare the truck for loading of furniture
- Help around with general duties in the warehouse e.g. cleaning

### **July 2019 – October 2019 – Sprout Stack**

- Farm hand and warehouse worker for agriculture company:

#### Responsibilities:

- Harvest produce and pack into salads
- Make deliveries every morning to Flemington markets
- Various cleaning duties
- Some heavy lifting involved in day to day activities

### **February 2018 – May 2019 – Hello Solar**

- Tele-salesperson at solar panel company

#### Responsibilities:

- Contacting potential or existing clients from a client list to negotiate a sale
- Experience dealing with both commercial and government clients
- Significant portion of phone calls made via cold calling

### **August 2017 – January 2018 (SOS Removals):**

- Furniture removalist offsider:

#### Responsibilities:

- Assist removalist

- Load and carry heavy objects/furniture
- Assist drivers navigating areas

### **May 2016 – July 2017 – Optus:**

- Sales Representative:

#### Responsibilities:

- Proficiently sell products and attend to customers' needs
- Speak and sell products to customers and clients both in person and via phone
- Developed skills and experience in teamwork and customer service

### **August 2014 – November 2014**

- Team member at McDonalds St Leonards:

#### Responsibilities:

- serving customers (working front of house)
- making food for orders (back of house)
- assisting other team members with orders
- maintaining safety and hygiene standards
- washing utensils

### Employability skills

- Excellent computer skills – typing, Microsoft office applications
- Excellent customer service skills
- Great sales experience
- Able to work well both autonomously and in a team
- Determined to learn new skills
- Full driver's license
- Physically fit and able to lift heavy items (up to 50kg)

### Interests

- Playing basketball & working out
- Listening to music
- Passionate about developing and programming games
- Socialising and meeting new people

### Education

- Killara High School (2015-2017)
- Cherrybrook Technology High School (2012-2015)
- John Purchase Public School (2010-2012)
- West Pennant Hills Public School (2005-2010)

## References

- Sio - Youth worker

M: 0467 589 211

- Robi Arbab – Manager at Hello Solar  
M: 0403 130 494