

Roshan Ghimire

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045 2024 208

Mortdale, NSW, 2223

Summary

To seek the challenging position where I can utilize my quantitative, analytical and learning capabilities to the optimum for the synergic development of the organization.

Education

Bachelors in Electronics and Communication Engineering from Tribhuvan University, Nepal.
Graduated 2013

Skills & Personal Attribute

- Microsoft Office and Office 365,
- ArcGIS,
- Soldering of Electronics Components,
- HTML, C-Programming and C++.
- Excellent Problem-Solving Skills,
- Punctual and Hardworking,
- Active Team Member,
- Can Do Attitude,
- Ability to Work Under Pressure
- Excellent Time Management,
- Communication Skills.

Career History

Full Time Cleaner at Anglicare Aged Care, Taren Point

Feb 2024 – May 2024

Key Responsibilities: Details Cleaning of Resident's Room, Common Area, Staffs Room, Office Area, Hair Dressings Room, Therapy Room, Cafe Area, Cleaning including Vacuuming, Mopping, Dusting area cleaning, Toilet and Bathroom Cleaning etc.

Achievements: Improved knowledge about cleaning of official area, aged care cleaning and uses of chemical. Confidence on running the floor scrubber machine in store and outside.

Store Team Member (Proactive Team Member) at Woolworths Group

Sep 2023 – May 2024

Key Responsibilities: Proactive and Trolley Collection Team Member, Cleaning the Deli Room, Bakery Room, Fruits and Vegetable Room, Cools Room, Store's Common Area Cleaning, Mopping, Vacuuming, Swiping the Floor, Toilet Cleaning, Staff Room and Office Cleaning etc.

Achievements: Improved knowledge about cleaning of official area, store area cleaning and uses of chemical as well as successfully improved operational efficiency by implementing streamlined cleaning processes

resulting in enhanced cleanliness and hygiene standards across diverse areas including deli, bakery, and office spaces. Confidence on running the floor scrubber machine in store and outside.

Information Technology Officer at Chautara Sangachokgadhi Municipality, Nepal

Dec 2014 – July 2023

Key Responsibilities: As an IT Officer, I excel in providing comprehensive technical support for the establishment and operation of information technology systems within municipal offices. My expertise encompasses conducting tailored training sessions for IT staff and municipal employees to enhance their proficiency in IT systems and e-governance principles. I adeptly manage the setup and maintenance of software applications and digital tools, ensuring smooth daily operations and accurate record-keeping. With a keen focus on innovation, I spearhead the implementation of electronic governance measures and digital services, while also contributing to financial management and strategic planning through meticulous budgeting and annual IT planning. My proficiency extends to database management, resource digitization, and the establishment of information centres, all aimed at optimizing municipal resources and enhancing public access to services.

Achievements: Successfully implemented comprehensive IT training programs, spearheaded electronic governance measures, optimized resource utilization, and ensured seamless computer system operations.

Additional Information

- Full Time Working Right (No Work Restriction),
- Safe Work NSW White Card,
- Working with Children Check (WWCC),
- Latest Police Check Certificate,
- Fully Vaccinated (Covid-19),
- Have own Laptop and Printer
- Easy access to Mobile Phone and Email.

References

- Available upon request.