Manish Thapa Magar

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Inquisitive, competent, foresighted, and sincere by nature. In addition, I am hardworking and energetic person with an optimistic attitude who handles success and failure with elegance. These traits have benefited me well throughout my life, and I am confident that they will continue to do so in the future.

# Education

**BIT** Bachelor of Information Technology 2022-Present

Federation University

**HS** National Examination Board 2011-2020

Sainik Awasiya Mahavidyalaya

# Work History

**Woolworths Inventory Team Member,**  JAN 2023-PRESENT

Customer Fulfillment Centre (CFC) Lidcombe

* Accurately counting of stock to company specified guidelines, time frames and targets.
* Managing goods from dock
* Stock replenishment

**Cleaner** JUL 2022- JAN 2023

East Village, Zetland

* Sweeping, vacuuming, and mopping floors
* Cleaning and disinfecting restrooms and other high-touch areas
* Emptying trash and recycling bins
* Dusting and wiping down surfaces such as displays, shelves, and tables
* Cleaning and maintaining common areas such as food courts, seating areas, and elevators
* Operating cleaning equipment and using cleaning products safely and correctly
* Reporting any maintenance or safety issues to the appropriate person or department
* Interacting with customers in a friendly and professional manner

**House Keeping** APR 2022-SEPT 2022

Glenferrie Lodge, Kirribilli

* Cleaning and sanitizing rooms, bathrooms, kitchens, and common areas
* Changing linens, towels, and bed sheets
* Dusting, sweeping, mopping, and vacuuming floors and carpets
* Disposing of trash and recyclables
* Restocking supplies such as soap, tissues, and toilet paper
* Operating and maintaining cleaning equipment such as vacuums, floor machines, and pressure washers
* Reporting maintenance issues, damages, or safety hazards to supervisors
* Following safety protocols and procedures to prevent accidents and injuries
* Ensuring compliance with cleaning standards and regulations
* Providing excellent customer service to clients and guests

# Hobbies

Guitar

Board Games

Cycling

# Skills

Quick Learner

Teamwork

Leadership Skills

Strong Work Ethic

Problem Solving

Communication Skills

Self-motivation

Punctual

Resilience

Dear Hiring Manager,

I am writing to express my interest in the Cleaning position currently available at your company. With my experience as a Cleaner and Housekeeper, I am confident in my ability to contribute to the success of your team and provide top-quality service to your clients.

In my previous roles, I have gained valuable skills in maintaining a clean, safe, and organized environment in various settings, such as hotels, hospitals, and customer fulfillment centers. I am experienced in sweeping, vacuuming, and mopping floors, disinfecting high-touch areas, and operating cleaning equipment safely and efficiently. I also have a proven track record of providing excellent customer service and communicating effectively with clients, guests, and colleagues.

I am highly motivated, detail-oriented, and able to work independently or as part of a team. I am committed to following safety protocols and procedures to prevent accidents and injuries, and I have a strong understanding of cleaning standards and regulations. I am also flexible with my availability and able to work evenings and weekends if required.

I am excited about the opportunity to join your team and contribute to the success of your company. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,

[Your Name]