

# **SUNDAR BASHYAL**

1/6 Pasley Street, Sunbury

Melbourne, VIC, 3429

Mobile: 0421-881-631

Email: sundarbashyal86@gmail.com

## **AVAILABLE TIME:**

- Monday-Friday (8:00 pm-11:00 pm)
- Saturday -Sunday (7:00 am - 11:00 pm)
- Visa expiry date: 14 March 2021
- Work Limitation: No Work Limitation

## **OBJECTIVE:**

To obtain long term satisfaction working in the field of Customer Service giving results to the organizational success. I am a diligent, quick learning, dedicated and reliable person, looking to broaden my career in the field of Customer Service and Hospitality.

## **EDUCATION:**

Master of Science, Tribhuvan University, Nepal

## **EXPERIENCE:**

***Teacher***, Sainik Awasiya Mahavidyalaya, Kathmandu, Nepal

August 2014- June 2016

- Taught Chemistry for undergraduate students as well as conducted laboratory classes.
- Completed the responsibility of class teacher and hostel warden with good communication.

***Assistant Marketing Manager***, Trinity Medico Solution Pvt. Ltd., Kathmandu, Nepal

March 2013 - July 2014

- Thoroughly performed market research, analysis and reported to assess overall impact of business opportunities, contributing to a remarkable increase in company market value.
- Attended National Conference in Nepal which had discussion about eye care issues and generated report on it.
- Researched and identified markets for new products. Held meetings with management team to develop strategies for further investment.
- Kept track of the import/export of the products and records of the cash flow.

***Customer Service Representative***, Kathmandu Mall, Kathmandu, Nepal

April 2009 - February 2013

- Worked as a cashier
- Processed different transactions which involve cash and credit cards
- Helped customer and solved their queries on a daily and regular basis
- Answered telephone calls
- Managed time and schedules
- Managed equipment and supplies

**KEY SKILLS:**

- Strong communication skills, both verbal and written.
- Project management and leadership skills.
- Attention to details and Teamwork
- Microsoft Word, Excel, PowerPoint, Outlook, Windows
- Can work Independently as well as in a Team
- Ability to handle time pressure and problem solving with tactfulness
- Prompt decision making capability.

**REFERENCES:*****Krishna Bashyal***

Co-Head Chef at Captain Baxter, St Kilda, Melbourne  
0433-327-368

***Chiranjivi Bashyal***

Chef at Saintly Burgers, St Kilda, Melbourne  
0423-861-423