

KINGA MOKTAN

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Career Objective

Motivated and Trustworthy Bachelor of Accounting graduate from Tribhuvan University with exceptional academic results looking to apply for a position in a private or public company where I can utilize my skills gained from University degree to gain practical experience and kick start my career. I offer month's of relevant experience in accounting role with outstanding time management, communication and customer service skills.

Key Skills Summary

- Proficient computer skills in using **Microsoft Office** applications including Excel Word and PowerPoint and basic MYOB
- **Excellent customer service** and **rapport-building skills**
- Demonstrated strong verbal and written communication ability
- Exceptional **time management** and **organizational skills**
- Ability to work under pressure in a team and independently as required
- Great at doing **multitasking jobs**

Education

Certificate iv in Accounting

Oct 2015- Sept 2016

- Australian institute of Professional Accounting
- Areas of study: Australian Business Culture and Environment, Achieving Career Success,
- Australian Workplace Skills, Professional Business Communication

Bachelor of Development Finance

Jan 2010 – April 2014

- Xavier's International College, affiliated to Tribhuvan University, Nepal
- Key Achievements: Topper of the batch with 3.95 GPA

University Projects

Corporate Accounting Assignment

- Familiar with work Sheets, Balance sheet, Profit and Loss Statements
- Mastered knowledge of financial reporting
- Awarded High Distinction

Professional Experience

Micro entrepreneurs Development Program, Nepal

Jan 2012-May 2014

- Assisted the accounts officer with the accurate entry of data invoices on a daily basis
- Demonstrated a high level of coordination and attention to detail by working with the team of over 20 people
- Performed timely and accurate bookkeeping through SWASTIK accounting software
- Strengthened written communication skills by emailing clients on a daily basis

Employment History

Barista/Sales Assistant/Manager

Soul Origin

Sept 2016-Jan 2019

- Delivering a unique Customer service experience to over 200 people
- Supporting achievement of sales targets by Quarterly 10% through upselling and promotions
- Demonstrating organizational skills by ensuring stock is properly managed and replenished
- Operating till transactions and cash payments with zero variance
- Dealing with customers regarding function orders, food enquiries and processing
- Administering and processing stock transfers in and out of the store

Achievements: Developed customer-oriented communication skills, time management and the ability to work under pressure and team management

Sales Assistant

Dec 2015-Sept 2016

Gift Line, Sydney

- Enthusiastically served over 100 customer per day with proactive customer service
- Merchandised and displayed all products in proper manner
- Demonstrated efficient cash handling ability of \$2,500 per day with zero error
- Provided support to the line manager with stock take efficiently
- Performed proper delivery mechanism for bulk gift orders

Achievements: Improved communication skills, attention to detail and ability to multi-task

Personal Attributes

- Proficient **communication skills** developed providing high level of customer service on store and over the phone while working closely within a team at work
- **Reliable and trustworthy** with a **strong work ethic** as demonstrated by achieving excellent academic results at university and dealing with cash and card transaction without any errors

- **Excellent time management and organizational skills** developed whilst managing the competing priorities of a full academic course load and part-time work

Language Skills

- **Nepali, Hindi:** Fluent Speaker
- **English:** Write, Read, Speak (IELTS score 8 out of 9)

References

Available upon request