

Manroven Singh

M: 0470237542

E: manroven-singh@hotmail.com

L: <https://www.linkedin.com/in/manroven-singh-1aa597239/>

G: <https://github.com/manny1998>

Education

High School Education

Renmark, SA

Renmark High School

Completed in 2015

Bachelor of Commerce (Accounting)

Adelaide, SA

University of Adelaide

2016 - 2019

Interests

- World affairs and economics
- Astronomy and Cosmology
- Sports

Work Experience

Renmark Paringa Council

Accounting department

September 2013 (1 week)

Platinum Professional Training

Assistant Accounting Internship Program

April-December 2020

Volunteer Work

Meals on Wheel, Renmark

2013

Key Roles and Responsibilities

- Provided catering services for the elderly
- Worked in a team environment

- Learn the importance of being involved in the local community

Renmark Community Gurdwara

Ongoing

Volunteer

Key roles and responsibilities

- *Assist in serving the food*
- *Cleaning duties e.g. washing dishes, vacuuming and sweeping.*

Employment History

Westpac

January 2021-ONGOING

Credit Assessor (Completions Team)

- *Communicating with brokers*
- *Using Westpac software programs*
- *Knowledge of Westpac policy and practices to approve home loan applications.*

Jupnoor Sandhu Pty Ltd

June 2018 – December 2021

Seasonal Citrus Work (During Winter/Summer Break):

- *Picking lemons, limes, mandarins and oranges.*
- *Thinning orange and mandarin trees.*

Seasonal Orchard Work (During Summer Break):

- *Picking nectarines and peaches.*
- *Thinning nectarines.*
- *Supervising/managing a small team during the picking of stone fruit.*

Authentic Indian Restaurant (Worked during Winter/Summer break):

- *Receptionist- took phone calls from customers to suppliers.*
- *Waiter- Took orders from customers and served the food.*

Daljit Sanghera

December 2015 – March 2020

Seasonal Worker (During Summer Break):

- *Picking lemons, mandarins and oranges.*

Colbey & Dawes & Delaine

June 2019 – July 2019

Seasonal Work:

- *Picking mandarins*

Solara

June – July 2014-2017(Winter Breaks)

Fruit picking- Mandarines and oranges

Qualities

Strong Work Ethic

- Developed through my seasonal work experiences in which working long hours in extreme heat was a common occurrence.
- Further developed through working full time and completing an assistant accountant internship

Adaptability

- Developed through my transition from Denmark to Adelaide to study

Organised

- Developed through university studies in which I had to manage my time between my studies, personal life and work
- Demonstrated in my ability to participate in an accounting internship and working full time.

Key Skills

Teamwork skills

- Capable of efficiently and effectively working under pressure within a team, this skill was developed when I was playing in a cricket team and further enhanced when working as a part of the completions team at Westpac.
- Capable of communicating effectively with diverse team members due to skills developed from group assignments through university and from playing in a sports team (cricket).
- Capable of organising a group to perform different tasks successfully, which I was required to do as a supervisor during my seasonal orchard work.

Communication Skills

- Able to effectively and efficiently communicate verbally and nonverbally in a professional and polite manner with a diverse range of individuals or a group of people due to experiences developed from university.
- Strong written skills developed from university.

- Strong customer service skills

Language Proficiency

- Fluent in spoken and written English.
- Fluent in Punjabi.
- Satisfactory understanding of spoken Hindi.

Technical Skills

- Highly skilled in Microsoft Office Word, Excel, Publisher, Powerpoint.
- Skilled in using different operating systems such as Microsoft Windows or Apple macOS
- Experience using MYOB during Assistant accountant internship
- Strong research skills developed through University SGDE
- Have successfully utilized HTML, CSS and Javascript.

3 Coding projects

1. Travel planner- a website which assists users to plan events at a particular travel destination and assist with budgeting. In order to create this website it required a strong foundational knowledge of Javascript to utilize server side APIs (Ticketmaster and currency exchange rate api). There was a mix of jquery and vanilla javascript used. The other languages also used is HTML and CSS (in which the materialize css framework is used).

Link: <https://chardige.github.io/Travel-planner/>

2. My portfolio- This website is a personal portfolio which provides the users with information about me and also shows the user my coding projects. This was created from scratch using HTML and CSS.

Link: <https://manny1998.github.io/Manroven-Singh-Portfolio/>

3. Password generator- This website generates a random password for the user where the user can select the parameters to filter out a random password. For example, you can select the number of characters between 8-128, then if the user wants special characters, numbers, lower or upper case. The coding languages used to create this website was HTML, CSS and Javascript.

Link: <https://manny1998.github.io/Javascript-password-generator/>

References (contact details will be provided upon request)

Jasreen Kaur

Former Colleague

Manmeet Singh
Former Colleague