

MUNA GURUNG

3/27 OCEAN STREET, PENSHURST, AUSTRALIA 2216

0414588200, calingurung@gmail.com

DATE OF BIRTH: 07/03/1999

I am a young, and have an energetic, hardworking, polite, co-operative, punctual and well-spoken dedicated personnel who is highly efficient with organizational skills. I acquire a helpful attitude and was once even a member of students club back in my school. I even worked at cleaning in my home country.

SKILLS

Quick learner
Skilled housekeeper
Self motivated
Basic computer skills
Flexible, Friendly and co-operative
Team player and capacity to work under pressure
Working night shift
Reliable and curious

WORK HISTORY

Wait staff// Kathmandu, Nepal // march 2017 to may 2018

- Set dining tables according to type of event and service standards.
- Assisted with guest enquiries, take-away orders and restaurant cleanliness.
- Addressed dinner complaints with kitchen staff and served replacement menu items promptly.
- Provide friendly and attentive service.
- Resolved guest complaints quickly and efficiently.

EDUCATION

2015

School certificate –Morang, Nepal
Shree Sun Shine boarding school

2017

Higher Secondary Education- Morang, Nepal

Morang Model Awashiya College
2018

Diploma of Dental Technology - Sydney, Australia (current)

Ransford College – Institute of Business and Technology, Parramatta, NSW 2222
2018

Training certificate of Liquor and Gambling at CBD College/RSA card