| Om Desai | 62 Sanctuary Lakes East Bvd  Point Cook VIC 3030  **0402423600**  **omdesai1808@gmail.com** |
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| EXPERIENCEColes, Melbourne Central— Team Member Store PersonJAN 2023 - PRESENT  * Stock Management * Customer Service * Inventory Control * Pricing and Labelling * Order Management  Caravan Park, Mackay — Receptionist and AdministrationJAN 2022 - DEC 2022  * Receptionist Duties * Admin Task * Customer Service * Teamwork * Ground Maintenance  JB Real Estate, Valsad — Help Desk AssistantJUN 2020 - OCT 2021 Broke down and evaluated user problems  Diagnose and troubleshoot hardware and software  Responded to customer inquiries EDUCATIONVellore Institue Technology, Vellore — *Bachelor Of CSE and Business System*July 2020 - May 2023 Engineering Maths & Business course ( Financial Management, Human Resource Management, Cost Accounting, Financial and Cost Accounting) Deakin University, Melbourne — *Bachelor of Computer Science*July 2023 - Dec 2024 Minor in Cloud Computing and Business Analytics | SKILLS  * Microsoft Office * Administrative Support * Team Work * Data Extracting * ERP * Communication Skills * Business Process  INTERNSHIP **AIESEC IN VIT - oGV and iGT** JAN 2022 - JAN 2023LANGUAGES **English** - Native  **Hindi** - Native |