
Anupriyam Verma

Unit 50/ 42-51 Wattlebird Street, Mango Hill 4509

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Date of Birth: 28-10-1989

Date: 18-05-2014

Core Values

I value being on time and possess good inter personal and leadership skills. I have a willingness to learn new things in a challenging environment which can help me to boost my career. I believe in smart working and have a positive attitude towards my work.

Work Experience

Reception and Customer Service

Zyka - The Real Taste Of India, Mango Hill (Indian Restaurant)

December 2013 – Till date

- Face to face customer service.
- Receive telephone orders/ online orders (for- takeaways and home delivery.)
- Take dine-in orders and serving to customers.
- Handle cash and EFTPOS payment.
- Cleaning and managing the dine-in tables.
- Manage inventory and day to day cash.

Education

MPA/CPA – Master of Professional Accounting, Griffith Business School, Griffith University (Nathan Campus)

July 2014 – December 2015, Brisbane, Australia

MPA - Master of Professional Accounting, JCU Business School, James Cook University

February 2013 – April 2014, Brisbane, Australia

Grade Point Average of 5.60

B.Com – Bachelor of Commerce, Lucknow University

May 2009 – June 2012, Lucknow, India

Completed in **top ten** in the University (68%)

Diploma In Finance and Accounting, NIIT

December 2010 – December 2011, Lucknow India

Scored 69%

Skills

- **Can work efficiently in Tally (Accounting Software in India)**
- **Undergone introductory session of MYOB.**
- **MS Office**
- **Have been an active member of JCU Accounting Club. Hosted and organized accounting quizzes, guest lecturers, field trips and seminars with the members of the group.**
- **Fluent in English.**
- **Good at customer service.**
- **Possess ability to work in a busy work environment.**

Availability

At the moment: 20 hours a week (weekdays/weekends)

From July 21st (Weekends and weekdays will depend on lecture timings)

Visa Status

Currently hold visa Subclass 573 with the permit to work 20 hours a week.