

# **CURRICULUM VITAE**

Nikhil M Patil

38 , Brisbane street,  
St. Lucia, Brisbane, QLD 4076

Mobile No. – 046 900 3229 / 043 499 3229

E mail id - [nikhila901@gmail.com](mailto:nikhila901@gmail.com)

## **Objective:**

*I am current student of the Master of Business (Specialisation in International Business) with University of Queensland, Brisbane. I am keen to secure an ongoing casual or part-time role where I can apply my excellent customer services skills, document handling and cash handling experience. I enjoy working in a customer facing role; hold myself to high professional standards and would like to be valued for my contribution to the team.*

## **Education**

Year of Passing	Qualification Attained / Course Title	Educational Institution
2014-current Student	<b>Master of Business (International Business)</b>	University of Queensland, Brisbane, AUSTRALIA
2010 – 2013	<b>Bachelors in Management Studies (Finance)</b> (First class) <i>Project Report on: Containerization &amp; Export Import Business</i>	Mumbai University, Maharashtra ,INDIA
2008- 2010	<b>12<sup>th</sup> – Higher School Certificate</b>	Mumbai University, Maharashtra ,INDIA
2008	<b>10<sup>th</sup> – Secondary School Certificate</b>	Mumbai University, Maharashtra ,INDIA

**Availability for Work :**

Available for work on all days except Tuesday evening & Friday. (University Lectures)

**Work related skills and attitude:**

- Ability to work under pressure
- Ability to multi-task
- Have a passion to learn new things be helpful to the team
- Natural mentoring capabilities (Awarded Principal Special Award in Final year of graduation)
- Ready to learn and get trained as per the requirement of Employer.

**Personal attributes:**

- Mature and committed
- Honest and Smart working
- Friendly nature
- Fast learner with minimal errors
- Goal oriented
- Ability to motivate and lead others
- Languages: English (Fluent), Hindi (Fluent), Marathi (Fluent)

**Computer Skills**

- Microsoft Word, Excel, Power Point
- Software handling and web browsing

**Interests**

- Swimming
- Fitness
- Travelling
- Spending quality time with family and friends
- Planning and organizing events

## **Work Experience**

Duration	Position	Organization Name
Current 2014	<ul style="list-style-type: none"><li>- <b>Event Management Coordination</b></li><li>- <b>Hospitality &amp; Event Staff</b></li></ul>	FRESH – Events+People Pty Ltd., Brisbane, QLD 4006
Mar 2014 – Current (Casual)	<b>Till Operator &amp; Customer Service Attendant</b> <ul style="list-style-type: none"><li>- <b>Accepting Order/sales</b></li><li>- <b>Attending Customers</b></li><li>- <b>Co-ordinating with kitchen staff</b></li><li>- <b>Packing, Unpacking &amp; organizing the material.</b></li></ul>	Banzara Restaurant, Brisbane CBD, QLD 4000
Jul 2013- Nov 2013	<b>Intern in Freight Forwarding company (Documentation &amp; Transport Department)</b> <ul style="list-style-type: none"><li>- <b>Documentation Handling</b></li><li>- <b>Co-ordinating with Freight Forward department</b></li><li>- <b>Assisting Manager with Customs &amp; clearance documents</b></li></ul>	Amit Dongre & Co. (India)
Nov 2011- June2012	<b>Cashier and Receptionist</b> <ul style="list-style-type: none"><li>- <b>Welcoming Guests</b></li><li>- <b>Maintaining waiting list</b></li><li>- <b>Follow up with wait staff</b></li><li>- <b>Daily arrangements of restaurant</b></li><li>- <b>Accepting Payments</b></li></ul>	Aditi Dining Restaurant (India)
April 2011- Nov2011	<b>Customer Service Attendant</b> <ul style="list-style-type: none"><li>- <b>Helping customers with product to choose</b></li><li>- <b>Maintaining stock and upgrading with new stock</b></li><li>- <b>Handling Sales counter</b></li></ul>	Mega Mart (India)
Nov2010-Jan 2010	<b>Customer Service Attendant</b> <ul style="list-style-type: none"><li>- <b>OTC (Over The Counter)</b></li></ul>	McDonalds (India)
April2010- October2010	<b>Assistant to Floor Manager</b> <ul style="list-style-type: none"><li>- <b>Look after with stock Inward</b></li><li>- <b>Maintaining product racks</b></li><li>- <b>Checking Expiry of products</b></li><li>- <b>Maintaining Housekeeping record</b></li></ul>	Big Bazar (India)

## **Certificates**

- Food & Safety course completed
- RSA course completed

## **References**

Name	Relationship	Company/college	Email and Contact Details
Mr. Dehul Malnika	Business/Relative	Big W Eastland (Team leader)	0430788336 <a href="mailto:dehulmalnika@yahoo.co.in">dehulmalnika@yahoo.co.in</a>

Mr. Shrikant Wagh	Personal	University of Queensland	0478011976 shikantrwagh@hotmail.com
Mr. Harsha Gurram	Manager (Current Job)	Takeaway Restaurant	0401224152