



📍 HURSTVILLE, NSW 2216

☎ 0452397095

✉ Pujandhakal17@gmail.com

SUMMARY

A well-presented articulate and smart individual with the “can-do” attitude that is very keen on a career in the business sector. Being recently graduated with excellent research, technical and problem-solving skills, Detail-oriented and able to learn new concepts quickly, I am seeking a challenging and rewarding position where I will not only be able to contribute to the improved efficiency and profitability of a company but will also be able to upgrade my skills and experience .

TECHNICAL SKILLS

- Microsoft Office Expertise
- Graphic and Media Design
- Project Management Abilities
- Adobe Creative Suite (Photoshop, Illustrator, In Design, premiere pro, After effects)
- Layout Design
- Logo Creation
- Maya (3D modeling and 3D animation)

PUJAN DHAKAL

EDUCATION

November 2022

BACHELORS IN INTERACTIVE MEDIA | IT

WENTWORTH INSTITUTE OF HIGHER EDUCATION, Surry Hills, NSW

EXPERIENCE

May 2020 - Current

RETAIL ASSISTANT, BAKERY SUPERVISOR WOOLWORTHS STIVES | STIVES, NSW

- Engaged positively with each customer, providing professional and polite support for sales and service needs.
- Kept calm and applied strong problem-solving and interpersonal skills to resolve conflicts.
- Checked freshness of bakery goods and food in bakery, removing and disposing of stale or outdated items.
- Assisted bakery manager with coordinating product ordering, receiving and stocking.

July 2022 - April 2023

ALL ROUNDER MANOOSH PIZZERIA | REVESBY, NSW

- Maintained clean and organized workspace, enabling coworkers to locate resources and product.
- Communicated with customer to provide menu offering details and assist with decision-making.
- Stocked and managed inventory items using First-In First Out (FIFO) method to use products prior to expiration and reduce food waste.

August 2017 - December 2018

Counsellor V.S. NIKETAN COLLEGE | KATHMANDU, NEPAL Pujan

- Responsible for counseling about their course of study and explaining their scopes in future and also show them their classrooms in which they are going to study.
- Dealing with different peoples and explaining about the history of education of V.S. Niketan College.

RELATED PROJECTS

- Created a logo, poster and brochure for a startup cleaning company, Matrix Cleaners
(used adobe illustrator and adobe indesign for the project)
- Created 3D Model in and animated it
(used MAYA software)
- Directed, edited and produced short real life based movie
- Created few motion graphics projects

REFERENCES

- Nick Thompson - 0432078005
Assistant Store Manager, Woolworths, Stives
- Raghav Jaggi - 0470690137
Owner, Manoosh Revesby