

Raju Bajracharya

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To be associated with dynamic and stable workplace where hard work and learning is always promoted where I could get challenging and responsible opportunity to utilize my educational and practical skills towards organizational growth. I am a determined performer who believes in hard work.

Studying in Sheridan College Brampton(2nd Semester)

Information Technology System Support

Equivalency in Canada: Bachelor's Degree

World Education Services, Toronto, Ontario

Graduate Diploma in Information Technology

University of Ballarat, Sydney Australia

Education and Training

Technical Knowledge

- Advance knowledge of Microsoft Office Suite
- Windows Operating System-Format, installation, configuration, partition, Active Directory, Microsoft Exchange
- Troubleshoots knowledge Hardware and software
- Linux-Familiar with Ubuntu Operating System
- Mac-Basic user knowledge
- Database Communication and Network Protocol-Advance Microsoft Access and networking knowledge
- Visual Studio, Call tracking(PeopleSoft),ITIL, Customer Service Skills (step 1-10)

Highlights

- Experience to work from small business to big organization.
- Extensive customer service experience including experience working in various environments such as retail sales, food industry, travel and IT
- Technically inclined with a solid educational background in Information Technology
- Effective organizational and time management skills with the ability to arrange tasks in logical priority and meet deadlines
- Equally effective working alone or as a member of a team
- Excellent verbal and written communication skills

Work Experience

Postal Clerk:-Canada Post

Aug 2017-Aug 2019

Achievements: - Learned the system and procedure to work in big team and big organization.

Job Responsibility:- Work in a group or an individual, with or without supervision, merge and work with different departments, prioritize the task, operate the PDT for sorting parcels, regularly update the skills by doing trainings according to company policy, sort parcels etc.

Delivery Agent:-Canada Post

Oct 2014-Jul 2017

Achievements: - Got an opportunity to work in a crown corporation, how the federal and a unionized organization works in Canada.

Job Responsibility:- Sort the mails, drive corporate vehicles, deliver the mails and parcels, SLB clearance, customer pick up, work alone without any supervision, Finished the task with in a time frame, operate the PDT as required.

Security Officer:-Wide suite

Dec 2013-Sep 2014

Achievements:-Familiar with the security systems and administrative process in Canada

Job Responsibility:

Access control, monitoring CCTV, Provide courteous and professional reception service to residents and contractors, handling incoming calls and make calls, various administrative duties, general data entry, dealing with residents Solving problems and programming the security components.

Receiver: - Target, Milton

Jan 2013-Nov 2013

Achievement: Familiar with the system of the multinational retail name in Canada from the establishment of the company.

Job Responsibility:

Receiving and dealing with the venders regarding receiving and other issues face to face or on phone, keeping system up to date for the inventory management by using SAP software and maintain the hard copy for further reference, filling all the necessary documents according to the company brand, processing document for the Reverse logistic, deal with venders over the phone or face to face and Customer Service when required, Check for inventory

Admin Assistant:-De-Costi Seafood, Lidcombe 2141 Australia

Nov 2008-Sep 2012

Achievement: Familiar with the system of well-known organization in Australia, gained knowledge of seafood and confident of handling any jobs in any organization.

Job Responsibility:

Preparing labels, preparing picking slips, Check the order slip and dispatch the order, Sort out the paper according to the group, stores and items according to the requirement. Tally the weight of the products. Communicate with the customers regarding the orders and any other problem