|  |  |
| --- | --- |
| Rishav  Pandey | 9a Millbrook Place, Cherrybrook  0416418065  rishavpandey@outlook.com.au  DOB – 05/05/2002  . |

|  |  |
| --- | --- |
|  | **Objective** |

I would seek to apply my knowledge and expertise in a customer service role with the hands on experience that I have achieved over the years. Employing my experience to reach and sustain long and short term goals, enhance the team spirit in achieving quality and service, above and beyond all expectations. Working in a variety of environments has enabled me with a wide set of skills to be developed to support any number of professional settings.

|  |  |
| --- | --- |
|  | Education |

## Bachelor of Commerce and Information Technology | Macquarie University

### Current

Majoring in Finance and Data Science

## Higher School Certificate | Alpha omega Senior College

### 2020

Mathematics – English – Business Studies – Economics – Studies of Religion

|  |  |
| --- | --- |
|  | Experience |

## Team Member | Coles Supermarket

### OCt 2021 – Current

* Operating registers and calculating change manually
* Ensuring shelves are fully stocked with products by using First in First out method
* Serving and assisting customers in a professional and efficient manner
* Trained to use equipment to move stock safely
* Merchandising stock storewide
* Cleaning and maintaining store to company standards
* Loading Stock from vehicle to back storeroom

## Causal Receptionist | Beecroft Smiles

### JAN 2021

* Communicating with customers and stakeholders, via telephone, email and in person to create appointments
* Developing/ Assisting the dental practice in using marketing strategies to increase revenue via social media
* Assisting owner with marketing, which has assisted in bring new clients
* Preparing and editing general correspondence to clients and other stakeholders

## Causal Assistant baker Hand | Bakers Delight

### FEB 2018 – AUG 2018 & 2021

* Assisted main baker with all duties relating to creating the product
* Money Handling skills
* Assisted with daily accounts receivable and banking duties
* Assisted and understood importance’s of workplace hygiene
* Experience in customer service in a fast-food setting

|  |  |
| --- | --- |
|  | Skills |

|  |  |
| --- | --- |
| * Ability to use technology to complete tasks, including Microsoft apps * Attention to detail and proven follow up skills * Ability to work collaboratively and autonomously * Highly flexible and energetic * High performance in a fast-paced pressure filled environment * Taking responsibility and ownership of customer enquires |  |

|  |  |
| --- | --- |
|  | Attributes |

* **Dedicated:** I am dedicated individual who strives to complete all set tasks and challenges when met with deadlines.
* **Friendly**: I like to think that l am a person who has a friendly face and l always try to be nice and friendly when talking to anyone and everyone.
* **Confident**: I am not a person who is afraid to take on new tasks, I will strive to complete set tasks and l try to be a confident person who takes pride in their work.
* **Team Orientated**: I am a team-orientated person who loves to work in a team environment. I love to meet new people and work with other to complete set tasks to a high standard.
* **Hard Working:** I am hardworking and passionate individual who completes all tasks and responsibilities to the best of my ability.
* **Punctual:** I am punctual in meeting deadline and completing work as required.
* **Willing to learn:** I am willing to take on new responsibilities and tasks to develop my skills in a workplace and improve my abilities and learn new skills that can be applied to my worth ethic.
* **Responsible:** I am an individual who takes both pride and responsibility in my work in both positions of leadership and in a team environment.

**Referees**

* Laymond Chu – Co-Worker at Coles Super market 0478208200