

Rochak Man Shrestha

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Education

The University of Western Australia
Full Stack Web Development Bootcamp

Aug 2022 - Current

Bachelor's in Information Management
Tribhuvan University, Nepal

Aug 2012 - Oct 2016

Certificate and trainings

National Safety Council of Australia
Registered Training Organization (RTO) – Perth

- First aid, CPR, and AED deployment Training
- Fire extinguisher Training
- Chief fire warden and Fire panel training
- Bomb threat evacuation training
- Multi Agency Training

Additional Trainings, Permit, and Licenses

- Unrestricted WA CA-Class Driver's License
- Security officer and Crowd Controller License
- First Aid Provider Certification – Australia Wide First Aid

Experience

MCS Security Pvt. Ltd. (Scentre Group - Westfield Innaloo, WA)

Nov 2021 - Current

Supervisor/Site Manager

- Well- developed interpersonal and communication skills developed by interacting with clients from culturally, socio-economically, and demographically diverse background
- Displayed strong analytical skills by rolling over and reconciling 4 - 5 shift reports and a day-end report daily -which displayed efficient use of site control systems like Building and contractor management system
- Resolved escalated client issues by working with an IT, Product Management and Operation to ensure customer satisfaction and safety, and update processes
- Applied strong leadership skills to maintain team efficiency, organize workflow, handle site roster, and allocate roles to meet daily demands
- Well-developed compliance skills by conducting different audits for sites and for employees onsite
- Displayed strong accounting skills by processing salaries of onsite staffs through a company's software (Emp Live)
- Supervised and provided on-site training and briefing on company policies to new hires
- Managed the control of Fire Indicator Panel during emergency
- Conducted Cleaning and Contractors compliance check to maintain safe working environment
- Controlled costs to ensure services are delivered within agreed budget

Glad Group (Scentre Group - Westfield Innaloo, WA)

Aug 2019 - Nov 2021

Security Night Supervisor

- Taking control of Centre Alarm System.
- Completing monthly Keys & CCTV Audits.
- Completing monthly incident summary and statistics

Millennium Group**Aug 2019 - Mar 2020****Night Cleaning Supervisor**

- Managed cleaning staff to ensure staff practices and document are completed accurately
- Monitored and planned the provision of cleaning services to ensure high standards of quality control procedures are maintained
- Assessed and analyzed the provision of all cleaning and waste management services including the management of hazardous materials and safety
- Assured compliance of cleaning staffs with Occupational Health and Safety Act and HR policies and procedures
- Ensured operational delivery of the cleaning obligation across Westfield Carousel Centre

Sunbi Design Studio PVT. Ltd.**Jan 2017 – Feb 2018****Front-End Web Designer**

- Worked with a team of other developers and designer to develop the website and applications
- Maintained a good development process and workflow, including identifying and implementing optimization
- Designed and created website layout/User interface by using standard HTML/CSS
- Cooperated with web designers to match visual design intent
- Created mockup design for web pages
- Maintained accuracy and attention in detail throughout the creative and development process
- Handled multiple projects simultaneously while ensuring all projects were completed with in due time.
- Proactively reported to management regarding work
- Maintained confidentiality of the client's information

Technical

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- HTML, CSS, JavaScript, MySQL, MongoDB, Express, Node, React, Photoshop, Lightroom
- Operating System (Windows NT/95/2000/XP/10, Mac OS)

Transferrable

- Well-developed interpersonal and communication skills developed through an internship, work and volunteer experience
- Strong organisational skills, ability to prioritise and complete multitask with speed and accuracy within a designated timeframe
- Innovative problem-solver who can generate solutions to resolve complaints effectively
- Attentive patient listener, experienced in working effectively with people diverse cultural background
- Trilingual in Nepalese, Hindi and English

Activities and Interests

- Sports, Listening to music, Travel, Fitness, Volunteering, and community involvement