

# 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

- 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 (Power Force)
- Supervised and provided on-site training and briefing on company policies to new hires.
- Taking control of Fire Indicator Panel during emergency

### Glad Group

**Aug 2019 - Nov 2021**

### Night Supervisor

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

**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

**GOGAZZAB PVT. Ltd.**

**May 2016 - July 2016**

**Graphic Designer Intern**

- Assisted in developing numerous marketing programs such as logos, brochures, infographics, and advertisement for social medias and posters, and ensures that they exceeded the expectation of the clients
- Created the design to make the information more intuitive and easier to present
- Assist office marketing and sales assistant with photo archiving, numerous office needs
- Retouch product photography and manipulate high resolution images
- Prepared conceptual illustrations based on verbal descriptions

**Skills**

**Technical**

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- HTML, CSS, JavaScript, 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