

Rajan Poudel  
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## CAREER OBJECTIVE

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Seeking a customer service position where I can contribute to a better customer satisfaction through my communication, problem-solving and organizational skills. Strong multitasking skills, ability to work in a team and fast learning ability ensure outstanding contribution to the customer service realm.

## CORE SKILLS

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- Proficiency use of computer use and various software used for inventory management system.
- Working in fast-paced environment
- Attention to detail.
- Working without distraction in a busy environment.
- Ability to communicate well with customers.
- Time management and ability to prioritize tasks.
- Strong collaboration and teamwork spirit.
- Conflict resolution.
- Organization skills.
- Multitasking.
- Ability to work independently.

## EXPERIENCE

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### COLLEY WAREHOUSE New Orleans, LA

*Warehouse Assistant, Jan 2017 – Feb 2020*

- Organizing stock in the warehouse.
- Use RF scanner to communicate with co-workers for a faster and smoother operations.
- Stocking incoming orders onto shelves as well as packing merchandise for shipment.
- Moving pallets by hand, hand truck, electric pallet jack, or manual pallet jack.
- Shrink wrapping goods for loading onto trailers.
- Using computers to generate labels and put them on packages.
- Routinely clean all warehouse areas and containers.

### CAJUN GIFTS, New Orleans, LA

*Store Crew, Aug 2015 – Dec 2016*

- Answered customers' questions about souvenirs and gift items and assist customers on selection.
- Packed customer purchases in bags or boxes and transported to customers' vehicles in case they need assistance
- Stocked shelves, racks, cases, and tables with new or transferred items according to size and relevance.
- Received items from order, open, unpack and sign goods and compare merchandise invoices to items received to ensure that shipments are correct.
- Cleaned display cases floor, shelves, and aisles and help in closing the store.

## EDUCATION

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### UNIVERSITY OF NEW ORLEANS, New Orleans, LA, United States

*Bachelor of Science*

## TRAINING

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### BECOME A CUSTOMER SERVICE SPECIALIST

*LinkedIn Learning*

## REFERENCES

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Delaliah Hall  
Accountant  
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Jessica Linehan  
Manager (Cajun Gifts)  
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