

MAYA DEVI THAPA
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A skilful and dedicated person with extension experience in the coordination reliable worker with excellence communication, time management and computer skills. A drive and detail-oriented individual with a desire to use analytical and problem-solving skills to meet goal.

EDUCATION

- Pursuing my Bachelor of Business (Communication and Public Relation) in Elite Education Institute, Haymarket, Central.
- CHCA3015 Certificate IV in Ageing Support.

SKILLS

- Can communicate good English language also can operate Microsoft word, excel and other application that is related to computer.
- Can work under the pressure to meet tight deadlines independently and self-motivated, can easily adjust in any work environment.
- Can contribute to organization's objective through service and responsibility.

WORK EXPERIENCE

- Worked as a receptionist and a counsellor in education consultancy.
- Worked as a cashier, customer service in a cafe.
- Also have an experience of working as an AIN (Assistant in Nursing) at St Basil's, Kensington Branch.
- Also worked as a Personal Carer at Right at Home.