



# Rabina Gautam

## Details

5 52-54 Warialda Street, Kogarah, NSW  
Australia  
+61480401752  
[rabinagautam8@gmail.com](mailto:rabinagautam8@gmail.com)

## Skills

Microsoft Office  
Communication Skills  
Customer Service  
Customer Relations  
Front Office  
Financial Accounting  
Financial Reporting

## Hobbies

Drawing, Trekking, Singing

## Languages



## Profile

Experienced and self-motivated with 2+ years of industry experience overseeing the customer facing departments. Strong organisational abilities with proven successes managing multiple marketing projects and volunteering events. A dedicated, positive, flexible, and enthusiastic having experience in customer service and health sector.

## Employment History

### Marketing Officer, Smart Trading Company, Kathmandu

JUNE 2018 — DECEMBER 2018

- Coordinated mailings, marketing materials, and website content.
- Organised and analysed data and marketing results.
- Analysed past marketing initiatives and revamped the company's marketing efforts to keep readers and attract new ones.
- Business Analysis of product life cycle and customer behaviour.

### Intern, Laxmi Bank Limited, Kathmandu

APRIL 2022 — SEPTEMBER 2022

- Served as a dedicated and supportive Intern in a fast-paced environment.
- Always provided excellent customer assistance.
- Effectively used task management skills to complete all front desk operations in a timely manner.
- Great help to Branch Service Manager to her tasks.

### Team Member, Woolworths, Miranda

APRIL 2023 — Still

- Manage stock and deliveries.
- Always provided excellent customer assistance.
- Working as team to provide service to customer.
- Check freshness of products.

### Packer, Coles, Banksmeadow

May 2023 — Dec 2023

- Working as team.
- Help to slice, prepare, and serve meat, seafood, and cheese products.
- Maintain a clean working environment.

### Placement, Bupa Age care, Bexley

January 2024 — Jan. 26, 2024

- Changing patients bedding.
- Helping patients with personal care task like showering or using the restroom.
- Serving meals to patients and assisting with drinking and eating
- Noting patient concerns and relaying them to a registered nurse.
- Effectively used task management skills to complete all front desk operations in a timely manner.
- Assisting with other AIN.

## Education

### **Bachelor in Business Studies, Nasa International College, Kathmandu**

NOVEMBER 2015 — APRIL 2019

Graduated with First Division

### **Master in Business Studies, Nepal Commerce Campus, Kathmandu**

NOVEMBER 2019 — MARCH 2023

Graduated with Distinction

## Certification

- Cardiac Pulmonary Resuscitation (CPR)
- First Aid Training – Supreme Education and Training Pty. Ltd.
- Australian Commission on Safety and Quality in Health Care
- Hand Hygiene Hand Dermatitis Online Learning Module

## References

- Cynthia Smith (AIN) – 0449732695
- Bella (RN) - 0447003498