

# David Aung

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## About me

I am a self-motivated, energetic and hardworking with extensive experience in the various industries such as Agriculture, Community Services, Aged care, cleaning and hospitality industries. I work effectively both within a team and individually. I believed that I will be an invaluable asset to any organization giving my experience, dedication and the great pride that I take in my works.

## Personal Attributes and Professional Skills

Ability to work under pressure

Time management

Energetic and positive attitudes

Good communication and good team player

Attention to details and well organized

Computer operating, Microsoft and Excel, File records, Data entry and reports

## Education

Completed High School

Completed Certificate IV in aged Care Work

Completed professional development in Cleaning and Hospitality Courses

Hold National Licence to perform high risk work: Forklift Truck Driver's Licence

NSW Comprehensive Driver's Licence- Vehicle seating up to 12 seaters (Van)

Working with Children Check (WWC),

NSW Police Check

NDIS-WSC and Covid-19 Vaccinated

First Aid & WHS Training

## Works History

Picking, Packing and stock produce, Green Camel Pty. Cobbitty NSW

Green Camel is an innovative company leading the Organic fresh produce sector, located in Cobbitty south west Sydney. Green Camel is the marriage of biology and technology.

The integrated system allows the products high-quality with no pesticides and no waste.

Our main customers are Coles, Woolworths and Perfection Fresh. My duties are included:

- Reported to the Operations Manager and Leafy Green Grower.
- Computer operating, Microsoft words, Excel sheet, Data entry, Records and filed
- Stocks booking, changing & updating through the computer system
- Performing quality checks and store control
- Operating forklift Truck and Loading products
- Picking, packing, wrapping, labelling products
- Checking safety devices, Tools and equipments before their operation
- Fix and assemble, Site cleaning and Loading
- Picking sorting and grading of product to ensure it meets customers' specifications.
- Weighing product before packaging.
- Palletising product for dispatch.
- Cleaning to organic food grade standards.
- Protective clothing worn at all times

- Detailed procedures to be followed at all times.
- Harvesting of the tomatoes for customer orders.
- Providing assistance within the scope of on the job training to other employees

**Cleaning operations-Asset Maintenance:** Delivering cleaning services to a high standard of quality and meets expectations from the clients duties included are;

- Vacuuming, sweeping and mopping of floors
- Dusting and wiping down of surfaces
- Sanitising bathroom/toilet areas
- Cleaning and stocking kitchenettes and dining rooms
- Empty trash bins and replaced
- Polish furniture, metal and steel fixtures
- Understand how to use cleaning equipment (vacuum cleaner and chemicals etc.)
- Understand health and safety guidelines and follow (MSDS) at all times
- Comply with quality safety procedures, standards and practices
- Identify and reporting any hazards or incidents to supervisor/manager

### Restaurant and hospitality

- Excellent customer's services
- Taking foods ordered, Preparing and serving foods to customers
- Checking stocks and managed foods handling
- Daily, Weekly, Monthly quality control
- Kitchen hand and cutting vegetables
- Setting up tables and chairs

### ESP Health and Home care worker

#### Duties included:

Provides direct client services and personal care to aging people and people with disabilities, dementia care, palliative care and domestic assistance

Assist client with medication and medical appointment

Assist client with transportation and medical appointments

Data entry using Excel and Microsoft word

### Volunteer works and Activities

Volunteer works with the Australia Karen Community

Volunteer works with the Mission Australia - Volunteer Coordination Unit

Volunteer works to the Humanitarian and refugee families.

### Referees

Eh Soe Kyat Oo

Mobile: 0434082476

Lar Eh Pu

Team Leader of Nationwide Care Plus

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