

SHIVANGI ARORA

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AVAILABILITY: 7DAYS

OBJECTIVE

My aim is to work in a creative and innovative environment where there is a scope for learning, as well as I can polish my technical and managerial skills. Enthusiastic first-year undergraduate student with a positive attitude to work, seeking for part time job in cleaning, kitchen hand, sales or food packing, Delivery and many more.

WORK EXPERIENCE

BOLTON CLARKE (Currently employed)

Assistant in Nursing
Care Champion/ Team leader

TOTALLY juice (Australia)

Pick the order
Sort the order
Consolidate the order
Final quality control
Pre-wrap items

Sargents (Australia) Pty Ltd

Picking and Packing orders
Stock taking
Invoice making
Shrink Wrapping

OPORTO GREGORY HILLS

- Customer service
- Management

Costco

Stocker
Customer service

ROYAL CURRY HOUSE

Rostering
Chef
Management
Preparation

Education

**BACHELOR OF BUSINESS INFORMATION SYSTEMS | APIC
COLLEGE SYDNEY**

CERTIFICATE 3 IN AGED CARE AND DISABILITY SUPPORT WORKER

CERTIFICATE 4 IN COMMERCIAL COOKERY

LICENSE

- AUSTRALIAN

SKILL
SUMMARY

- Computer literate (C++, MS Office, Photoshop, Windows XP, 7, 8, Software and Hardware).
- Skilled at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively.
- Hardworking and self-motivated.
- Enjoy challenges and overcoming them, while remaining confident and good humoured under pressure.
- Able to work autonomously or in a team environment.
- Polite and control over anger.
- Flexible and adaptable.
- Language: English