

Susan Gurung
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ACADEMIC QUALIFICATION

Degree: Bachelor of IT: Victoria University

Degree: Advance Diploma of IT **Institute:** Kingston Institute Australia

Degree: Diploma of IT (2017) **Institute:** Hamro Institute of Business Technology

Degree: Advance Diploma of Science (2015) **Institute:** Shishu Niketan Higher Secondary School Degree Year: 2015

Degree: Certificate III in Individual Support

Employment experience

Function Attendant

Oct-2017 to Present

Luna Park, Sydney

Duties include:

- Setting up the venue and clearing the venue
- Listening to customer needs, providing expert service and communicate in a friendly manner to all requests.
- Serving the dishes, alcoholic and non-alcoholic drinks
- Making sure that all tasks are done on time
- Serving drinks in the bar
- Making sure the dietary requirements of guests are followed strictly
- Following the RSA policy strictly

Customer Service Representative, BP Silverwater

Duties include:

- Making coffee, cooking food and baking pastry as per required
- Receiving the delivery and doing stock rotation
- Handling of cash and performing opening and closing of cash register as per required
- Handling the paperwork and arranging them

Relevant Skills

- Excellent written and verbal communication skills acquired via study and customer service work.
- Have knowledge on Occupational Health and Safety
- Familiar in handling the customers and solving their problems

- Strong interpersonal skills and experience in a multicultural workplace environment respect for diversity.

Licenses:

- NSW driving license
- RSA Card
- Working with Children Check
- White Card

References

Adam Garrett
Senior Banquet Manager
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Deepak Khatri
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BP Silverwater
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