

Komal Sharma

Contact No. - 0474878123

Email – komalsharma282828@gmail.com

Address- 16 Baddaginnie Walk Tarneit ,VIC,3029

Career

Summary

Seeking a position with a fast-moving organization where I can apply my knowledge, experience and skills to provide quality services to all the customers to achieve the best for the organization and myself. To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

.

Key Attributes and

Skills

- Experience in customer service as well as in administrative tasks.
- Providing customer support in busy service center environments for public utility and insurance industry employers.
- Strategic-relationship/partnership-building skills -- listen attentively, solve problems creatively, and use tact and

diplomacy to find common ground and achieve win-win outcomes.

- Able to work in a fast-paced environment
- Physically fit
- Able to work effectively in a team
- Fluent in English
- Willingness to learn.
- Capacity to show initiative.
- Enjoy the challenge of meeting high expectations.
- Open minded, approachable and helpful.
- A friendly, calm and compassionate manner
- Strong analytical and problem-solving skills, with the ability to make sound decisions

Education

Masters in physics
June,2019
Golden group of institute

Employment History-

1. **Catch of the day** **Support worker**
July 2019-2021

- Personal Hygiene
- Mobility support
- Shopping tasks
- Food preparation
- Housework tasks and social events

2. **Kitchen hand**
May2021
Caffe

Responsibilities:

- Completing food orders to meet customer requirements.
- Manual handling food & storing food to meet health and safety standards.
- Making orders
- Delivering a high quality of food.
- Maintaining a high level of cleanliness in the kitchen.

3. **Aged care worker 2022(PCA)- till now**
Holloway Aged Care- Casual

Achievements - Learned leadership qualities (Manager Duties)
Communication Skills have been increased by interacting with new people
Learned the duties of customer service
Learned how to perform team work and how to make coordinately with team members.
Learns how to be punctual and sincere towards work.

Availability for work

- Full Time

Personal Attributes

- Team-player with good coordinating skills developed by being a part of sports team and working with a group of people and understanding the value of teammates.
- Have good experience in customer service and administrative tasks by working in a food industry.
- Excellent written and verbal communication skills developed through working on projects at university.
- My key strengths are my honesty, reliability and punctuality.
- Effective at multi-tasking and able to take direction.

References

Poonam Rana (RN)————— 0474878123