

Kritika humagain  
Mob no: 0426211762  
Email: kritikahumagain4@gmail.com  
Address: 19 shaftesbury road, Burwood

#### Professional Summary:

Highly organized, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and maintaining a friendly attitude under pressure. I am an effective leader, skilled in enlisting the support of all team members in aligning with projects and succeeding goals. Proficient in maintaining high cleaning standards with good knowledge in using chemicals.

#### Skills:

- ❖ Customer service-oriented
- ❖ Basic administrative knowledge
  - Goal-oriented and a team player
- ❖ Positive attitude with strong work ethics
- ❖ Detailed-oriented
- ❖ Sales experience
- ❖ Staff training and development with maintaining high cleaning procedure.

#### Personal attributes

- ❖ Effective Communication Skills: Articulate communicator with an appreciation for the different communication styles required when working with other teams.
- ❖ Honest and Reliable: Able to take on tasks with a degree of responsibility due to strong morals and ethics ensuring honesty and reliability.
- ❖ Time Management: Dedicated to effectively prioritizing and managing time by allocating tasks and activities and keeping track of them in diaries and daily to-do lists.

## Professional Work Experience:

### ➤ Customer service and waitress:

Galaxy Restaurant Hetauda, Nepal

- ❖ Serving foods and beverages
- ❖ Setting table and chair
- ❖ Taking customer's order
- ❖ Cleaning up before, during and after servings

### ➤ Housekeeping Attendant

Company: Four Seasons Hotel, circular quay.

- ❖ Changing bed sheets and towels from room and maintaining high standards.
- ❖ Replace used towels and other bathrooms used items. ❖
- Dusting and wiping all the touch points and moping the floor. ❖
- Restock room supplies such as facial tissue for personal touch every day.

### ➤ Childcare Educator

I have been working in a childcare center (discover my world) since february up to now. Following are the responsibilities I carry while performing the work,

- ❖ Building a trustable relationship with the Child.
- ❖ Ensuring Holistic Learning.
- ❖ Preparing the Environment.
- ❖ Assessing the child's learning.
- ❖ Ensuring Ongoing Learning and Self-Development.