

CURRICULUM VITAE

Amrita Shrestha

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OBJECTIVE:

Seeking to leverage acquired academic knowledge and work experience to effectively fill an office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible. Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during internship and the university.

• **WORK EXPERIENCE:**

Volunteer At Lions Club, Kathmandu Nepal

Duties And Responsibilities:

Come as scheduled and on time.

Carry out your tasks efficiently and honestly.

Commit time for the work.

Accept guidance and decisions of the volunteer coordinator.

Participate in orientations, trainings and meetings.

Keep internal information confidential.

Relevant Skills:

- Timeliness
- Ability to work with a variety of managers.
- Time-Management.
- Leadership.

- Communication skills when talking to people of all ages.
- Professionalism.
- Teamwork.

Worked as disability support worker

Company name- Empowering disability partner

Started date:- 17th August 2022

(Still working with them.)

Placement done of 120 hours in UNTING, PARRAMATTA

(in **covid** outbreak)

Worked as customer service in grocery

Serving customer

Handling counter

Filling and tagging price of products

EDUCATIONAL BACKGROUND:

(Higher Secondary)

United Academy

Kumaripati, *Nepal*

Overall score: 2.85 GPA

New Vision Academy

Secondary Education

Satungal, *Nepal*

Overall score: 3.50GPA

Diploma In Ageing Support

Australian College of Health and Management

Certificate IV in Ageing Support

Completed placement with 120 hours in UNITING, parramatta

(in covid outbreak)

Relevant Qualifications:

Languages:

- English, Hindi: Fluent in speaking and writing
- Nepali: Mother language

PERSONAL INFORMATION:

Full Name: Amrita Shrestha

Nationality: Nepalese

Marital Status: Married

Sex: Female

Date of Birth: Mar 12,2001

Place of Birth: Kathmandu, Nepal

Referred by: Kriti Khana

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Referred by: RN-Manita Shrestha

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