

MANISH SINGH

Mobile: 0406 118 279

Email: msingh@gmail.com

Languages: English (Fluent), Nepali (Native), Hindi (Intermediate)

Visa Status: Australian Student Visa

Career Summary

Period	Organisation	Title	Location
March – May 20	Simply Numbers	Intern	CBD, Sydney
Aug 19 – Present	Coles	Customer Service Assistant	Auburn, Sydney
March 18 – July 19	Fitness First	Cleaner	Ultimo, Sydney
Oct 17 – Feb 18	Coffee Club Café	Waiter	Hurstville, Sydney
June 16 – Sept 17	Everest Hotel	Kitchen Hand/Waiter	Kathmandu, Nepal
Jan – June 2016	Crossroad Café	Front of House	Kathmandu, Nepal

Key Competencies

Customer Service	Teamwork	Problem Solving	Initiative
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Professional Experience

March – May 2020 SIMPLY NUMBERS CBD, Sydney

Intern

- Researched Taxation and case law to determine the best treatment for tax purposes
- Supported the Senior Accountant on the job by performing any work allocated

August 2019 – Present COLES Auburn, Sydney

A retail supermarket (a branch of the Coles group) with turnover of \$XX that is part of a shopping village, servicing the local community

Customer Service Assistant

- Stacked shelves according to the matching label descriptions, in neat rows and according to the instructions provided
- Assisted and advised customers with questions or queries, providing a high level of customer service
- Maintained stock room for a set of products
- Clean the store shelves and floors in the areas under control
- Answered and directed incoming phone calls
- Assisted with inventory control by counting stock and recording results

March 2018 – July 2019 FITNESS FIRST Ultimo, Sydney

Cleaner

- Maintained a clean and freshly stocked gym thereby ensuring a good environment for staff and clients

October 2017 – Feb 2018 COFFEE CLUB CAFÉ Hurstville, Sydney

Waiter

- Worked in a fast-paced environment and applied fundamentals of customer care
- Served customers and attended to their needs
- Cleaned the workplace and ensured the work area was tidy

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June 2016 – Sept 2017 EVEREST HOTEL

Kathmandu, Nepal

Renowned among the best hotels in Kathmandu with views of the Himalayas. The hotel has 160 rooms and suites and combines contemporary luxury with Nepali culture and heritage

Customer Service Assistant

- Assisted the chef with peeling and cutting vegetables and food preparation within tight deadlines
- Prepared scrambled eggs and assisted the chef with cooking
- Cleaned the kitchen including washing the dishes
- Served customers in the absence of waiters (up to 7 tables at a time) and advised customers regarding questions or queries
- Arranged the inventory in the storage unit to increase efficiency in stock management

Education

Completion

2021 **Bachelor of Accounting**, Crown Institute of Higher Education Sydney, Australia

2017 **High School Certificate**, Kathmandu University High School Kathmandu, Nepal

Additional information

Interests

- Cricket, Football, Volleyball and Swimming
- Travel
- Reading historic novels and non-fiction books on tourism

IT Skills

- Proficient in Microsoft Office Suite

Awards

- Won 1st prize in intercollege quiz competition (General Knowledge) 2018

Voluntary/Not for Profit work

- Member of Rotary Interact Club 2017
- Assisted earthquake victims following the disaster by providing them with food

Memberships

- Affiliate Member of Chartered Accountants Australia New Zealand

Professional Development

- **Barista Course**, Australian Barista School
- **Barista and Waitress Course**, International Institute in Hotel Management

Other

- Registered Driver License Number: 1234654
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