

RESUME

Mr. John Chan

21/245 Sussex Street, Sydney NSW 2000

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Objective:

Seeking a casual job in hospitality or retail in which my customer service skills will be further developed and my eagerness to learn fully utilized.

Key Attributes and Skills:

- Team-player with good coordinating skills
- Have good experience in customer service and administrative tasks
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions
- Excellent written and verbal communication skills
- Honest, reliable and punctual
- Effective at multi-tasking and able to take directions
- Flexible, adaptable and keen to take initiatives
- Advanced user of Word, Excel, and PowerPoint

Employment History

2006-current **Customer Service Operator**

7-Eleven, George Street, Sydney

Responsibilities included: Replacing and re-ordering stock, Cash handling, Customer Service etc.

2005-2006 **Waiter – Food & Beverage**

Mama's Kitchen Italian Restaurant, Liverpool Street, Sydney

Responsibilities included: Customer service, Food and beverage service, Cash handling, Attend to customer requests etc.

2004-2005 **Accounts Assistant**

Lee & Associates Chartered Accountants, Taiwan

Responsibilities included: Issuing invoices and receipts, Preparing Bank Reconciliation, Drafting Balance Sheets, Book keeping, Filing tax returns etc.

Educational Qualifications

2005-current Pursuing Bachelor of Business Studies at University of Technology, Sydney

Professional Training and Development

2006 Responsible Service of Alcohol, Hostec Training, Sydney

Hobbies: Enjoy playing tennis, Cinema, reading novels, bike riding

Availability: Monday to Friday: after 4:00PM till late, Saturday & Sunday: all day
Limited to 20 hours per week

Referees: Supplied upon request