**Name**

Address

Phone (03) Mobile

Email

##### **Summary of Qualifications**

* Customer service focussed – I strive to provide exceptional customer service to all customers
* Excellent written and verbal communication skills
* People skills – able to build a relationship with all customers
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Hard working, detail oriented, able to multi task
* Great presentation allowing me to represent any business in a professional manner

##### **Relevant Skills**

* Manage the day to day operation of a café
* Bookkeeping skills
* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Answer telephones, direct calls, and take messages
* Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions.
* Inventory and order materials, supplies,
* Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers

##### **Employment History**

**Title Date**

Company

**Title Date**

Company

**Title Date**

Company

##### **Qualifications**

**Certificate I & II In Information Technology**

##### **Computer Skills**

**Computer Package** **Proficiency**

Microsoft Word Advanced

Internet Advanced

Email Advanced

##### **References**

**Type Name Company Title/Position Contact Number**

Professional

Professional