**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