**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, Bookkeeping, Filing tax returns etc.

**EDUCATIONAL QUALIFICATIONS**

**2005-current** 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