**RESUME**

Phone: +91-9646788022

E-Mail ID: gurikakra@yahoo.com.au

**Gursevak Singh**

**(Bhawanigarh,Sangrur)**

**Career Objective**

I am seeking a position, which will make best use of my skills, knowledge and experience and enable further personal and professional development.

**Skills and Abilities**

Highly analytical thinking with demonstrated talent for identifying, improving, and streamlining complex work processes.

Enthusiastic, knowledge-hungry learner, eager to meet challenges.

**Education**

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| --- | --- | --- |
| **Year Of Passing** | **Qualification** | **Institute** |
| 2011-2012 | Diploma of Management BSB51107 | Sydney Technical Institute(Australia) |
| 2008-2010 | Diploma of Hospitality ManagementTHH51202 | Austech Institute for Further Education(Sydney, Australia) |
| 2008-2009 | Certificate III in Hospitality THH33102 | Austech Institute for Further Education(Sydney, Australia) |

**Training**

Successfully completed a Casino, Liquor and Gaming Control Authority approved course in the Responsible Service of Alcohol conducted by EDWAY Training Pty. Ltd. in May 2010 Sydney N.S.W (Australia)

**Experience**

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| **Position** | **Employer** | **Duration** |
| Assistant Store Manager(cashier) | BP Australia Pty. Ltd.Cabramatta NSW 2166Sydney (Australia) | 2011-2013 |

**Key Responsibilities Handled**

* Preparing staff roster.
* Pay project bills by cash, vouchers.
* Handle all the cash transaction of the project.
* Maintain monthly, weekly and daily report of transactions.
* Update cash book on a daily basis.
* Process all official payments.
* Preparing weekly, monthly staff salary sheets.
* Pay advance (as per needs).
* Receives regular vendor deliveries and stocks.
* Handling customer queries.
* Maintain proper file of cash payment and receipt vouchers.
* Stamp all invoices after payment.
* Ensure all pricing and display are correct at all times.
* Providing ongoing training opportunities.

 **Skill And Ability**

* Worked as TIL Operator;efficient in quick customer handling.
* Well organized and flexible with ability to work on multiple activities.
* Able to lead teamwork efficiently.

I hereby declare that all the details furnished above are true to the best of my knowledge.

Gursevak Singh