

Name Surname  
Street Address, Suburb State Postcode  
045XXXXXXXX  
[johnsmith@example.com](mailto:johnsmith@example.com)

**Objective:**

To secure a position with your company/organisation on a part-time/casual basis providing holistic care to promote well-being for assigned clients in conjunction with professional staff members.

**Experience Highlights:**

✚ Customer Service

✚ Commercial Cleaning

**Employment History:**

**January 2017 – current    Name of the shop/employer**

**Shop Assistant**

*Responsibilities:*

- ✚ advise customers on the location, selection, price, delivery, use and care of goods available from the store, with the aim of encouraging them to buy and to return to buy in the future
- ✚ operate cash registers and accept payments
- ✚ take special orders for items not currently in stock, or not normally stocked, and notify customers when the items have arrived
- ✚ package goods for customers and arrange delivery
- ✚ price, stack and display items for sale, and keep the store tidy and attractive
- ✚ be aware of health, safety and welfare issues and practices
- ✚ participate in stocktaking (counting and describing the goods in stock)
- ✚ arrange for the repair of damaged goods, or advise on needed repairs
- ✚ Order items.

**March, 2009 to January 2017    Employer's name**

**Job Title:    Commercial Cleaner**

*Responsibilities:*

- ✚ operate vacuum cleaners to clean floors, work areas and machinery
- ✚ clean, dust and polish furniture and fittings
- ✚ sweep, mop, scrub and polish floors, shampoo carpets and rugs, and strip wax and polish from floors
- ✚ clean walls and windows
- ✚ clean and disinfect laundry, kitchen, toilet and bathroom fixtures and floors
- ✚ empty and clean ashtrays and waste containers
- ✚ clean areas surrounding buildings, such as paths and entrances
- ✚ Remove graffiti.

**Education & Training**

- **Bachelors in XXXX**  
University of XXX  
Sydney, NSW

2018 to present

- **10+2/ High School**

College Name

Address in Nepal

2015 to 2016

**Availability:**

Able to work part time normally and full time during public and school holidays.

**References**

Professional

➤ **Mr. Jhonathan Smith**

Business Manager

Company/Shop Name

Address of the company/shop name

Mobile: 04XXXXXX

Personal

➤ **Ms. Anne McDonald**

Managing Director

Company/Shop Name

Address of the company/shop name

Mobile: 04XXXXXX