

# MANJU THAPA

208-1136 Adelaide St N, London, Ontario  
(416) 409-0705 [manata505@gmail.com](mailto:manata505@gmail.com)

## OBJECTIVE

Driven team player with attention to detail and positive attitude, seeking a position in your company.

## WORK EXPERIENCE

### **Team Member**

May. 2022- Sept 2022

M-Link Staffing

- Weigh and count products to pack in the product boxes.
- Labelling container boxes
- Examining and inspecting containers, materials, and products to ensure that packing specifications are met.
- Record product information on specified forms and records
- Follow Good manufacturing practices and required work-safe practices.
- Maintain a clean, sanitary, and safe work area.
- Perform other duties as assigned.

### **Booking Agent (Customer Service)**

Feb. 2022 – June. 2022

Working Solutions (Sabre)

- Handled 50+ calls daily, with duties including signing up new customers, retrieving customer data, presenting relevant product information, and canceling services.
- Suggested a new tactic to persuade canceling customers to stay with the company.
- Entered accurate customer information and credit card details for successful reservations.

### **General Helper**

Trade Graphic by Design

Sep. 2020 – Dec. 2021

- Carried out routine quality control.
- Maintained and lubricated printing and bindery machines
- Folded and fastened printed products by machine and hand.
- Performed hand binding and finished operations.
- Mixed and prepared ink for printing.
- Cleared waste and cleaned work areas and machines.

### **Victoria Supermarket**

Apr. 2020-Aug.2020

Team Member

- Initiated assistance to customers and escorted them to proper aisles.

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- Organized product displays
- Replenished product inventory
- Bagged groceries and help them to carry to their vehicle when needed.
- Cleaned the supermarket and performed any other duties as required.

**Caregiver**  
Personal Home

Feb.2020- Apr.2020

- Assisting with personal care and hygiene
- Assisting with administering medication and exercise and feeding
- Help with physical therapy exercises.
- Housekeeping duties

## **SKILLS**

- Good communication skills
- Good listener with strong interpersonal skills
- Highly trustworthy and reliable
- Great attention to detail who prioritize work.
- MS word, Excel, PowerPoint, and internet applications

## **EDUCATION**

**Cambrian College, Toronto, ON**  
International Business Management (Graduate Certificate)

**Canadore College, Toronto, ON**  
Supply Chain Management (Graduate Certificate)

**Sherubtse College, Trashigang, Bhutan**  
Bachelor of Science

## **AVAILABILITY**

Monday: 3pm to 12 am  
Tuesday: 3pm to 12 am  
Wednesday: 3pm to 12 am  
Thursday: 3pm to 12 am  
Friday: 3pm to 12 am  
Saturday: Full Day  
Sunday: Full Day