

# Zunair Anwar

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## OBJECTIVE:

To Secure a Challenging Career with Dynamic, Servicing, and Progressive organization in order to utilize my abilities, knowledge and personal acumen with integrity contribute in the development.

## ACADEMIC QUALIFICATION:

- Advance diploma of accounting (2019-2020)

(Australian Ideal College, Australia)

- Diploma of Accounting (2018-2019)

(Southern cross school of business, Australia)

- Diploma of Business Management (2017-2018)

(Australis Institute of technology and education, Australia)

- Bachelor of Business (major in management) (2014-2017)

(Group Colleges Australia)

- B.Com from Karachi University (2013)

- Intermediate - gov national college kHI, Pakistan (2009)

- Matric (Science Group) From kHI, Pakistan (2007)

## WORK EXPERIENCE:

### Muscle Meals Direct (Australia):

- Organize the kitchen and do food prep to streamline cooking and meal presentation, including washing, peeling and cutting fruits and vegetables; mixing ingredients for dishes; and cutting and seasoning meats.
- Organizes customer's plates and bring the final product to the customer.

*Post production*

- Having a working knowledge of the day's meals and menus and understand what each dish calls for before delivery.
- Receive, stack and properly store food in kitchens, cold storage and storerooms.
- Transfer food and supplies to the kitchen as needed.
- Ensure all areas of the kitchen, food prep, and food storage areas are clean and properly sanitized. This includes washing dishes and cooking equipment, cleaning floors, sanitizing counter tops and cutting boards and maintaining all areas to health code standards.
- Setup the kitchen for the day, on the lights and grills, starts kitchen prep work, and prepares the kitchen and customer areas for service.
- Working in vast place of packaging of products.
- Dealing with my co workers and do work as a team member.

**Target (Australia):**

- Maintaining a positive, empathetic and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications and requests.
- Keeping record of customer interactions, transactions, comments and complaints.
- Communicating and coordinating with colleagues as necessary.
- Ensure customer satisfaction and provide professional customer support.

**Graphic Designer (Australia):**

- Adobe Photoshop
- Adobe Illustrator
- Adobe Premiere Pro
- Adobe After Effects

**Gas stations (Australia):**

- Seven Eleven – Console Operator
- Caltex – Console Operator
- Dominos – Pizza chef
- BP – Console Operator

OTHER ACTIVITIES:
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- Photography/Videography
- Can play guitar well
- People person and get involved with them quickly

REFERENCES:
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To be furnished if desired.