

Amanda Banks

Dependable, diligent, and collaborative professional with strong people skills.

📍 Oakey QLD, Australia



MEET ME

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About

I possess an initiative-taking mindset and maintain a friendly, positive disposition. I am dependable, courteous, and diligent in executing any assigned tasks. I work effectively both within a team and independently. I value the opportunity to enhance my skills and knowledge with each position I hold. Additionally, I have refined my time management and organizational abilities through my professional experiences. I am willing to take on additional responsibilities and am an effective collaborator. I am dependable and efficient, with a pleasant and friendly demeanour. I am capable of multitasking and possess well-developed people skills.

Talents & Skills

Attention to detail • Communication • Data Entry • Time Management • Teamwork • Customer Service • Stock Management • Training & Supervision • Administrative Tasks

Experience

Nursery Hand All Rounder • Golden Gates Dural NSW

2021 - 2024

- Attention to detail.
- Effectively communicating with staff and customers
- Picking plants, driving a buggy with multiple trailers
- Barcoding products
- Applying store policies and procedures
- Heavy lifting plants
- Packing, detailing, pruning and repotting plants before placed onto trolleys.
- Working within deadlines
- Maintaining a safe work environment for staff and customers
- Managing customized orders
- Applied keyboard skills and data entry.
- Loading and unloading trucks
- Developed retail industry knowledge.
- Rotating of goods using FIFO method
- Delegating duties amongst my team
- Training and supervising new employees.

Supervisor, Cashier and Kitchen Hand (All Rounder) • Red Rooster Orange, NSW

2011 - 2013

- Effectively communicating with staff and customers
- Applying store policy and procedures
- Completing all preparations before and after shifts
- Maintaining a safe work environment for staff and customers
- Resolving customer complaints
- Stock take
- Applied keyboard skills and data entry.
- Developed retail industry knowledge.
- Handling and rotating of goods using FIFO method.
- Maintain all equipment is ready for use the next shift.

- Delegating duties and managing shifts
- Use of equipment and chemicals to keep the workplace clean and safe
- Taking appropriate action to minimize theft and maintaining security of cash, registers or terminals and keys.

Shop Assistant - Skyline Bakery Frenchs Forest, NSW

2007 - 2010

- Operate point of sale, apply store policy and procedures to a range of transactions.
- Interact with customers and package items for transportation.
- Respond to customer complaints.
- Effectively communicate with customers and other staff in the workplace
- Maintain personal presentation.
- Follow routine instructions.
- Receive and process sales and identify special customer requirements.
- Manage stock in a retail environment.
- Receiving and processing incoming goods, rotating stock, and dispatching goods
- Maintaining a safe work environment for staff and customers
- Observing basic safety and emergency procedures
- Minimize theft in a retail environment.
- Applying routine store security, taking appropriate action to minimize theft, and maintaining security of cash, register

Junior Administration Role - Tiare Fiji Limited Nadi, Fiji

2004 - 2005

- Overseeing administrative tasks such as emailing clients, filing, copying, faxing, and taking notes
- Creating, maintaining, and entering information into databases
- Mediating between clients and Managers and organizing meetings between the stakeholders when required
- Manage incoming calls and other communications
- Handle banking

Salesperson - Courts Fiji Limited

2003 - 2004

- Greeting customers and providing great customer service
- Managing administrative duties such as client emails, filing, copying, and faxing.
- Creating, maintaining, and entering information into databases
- Answering client questions about credit terms, products, prices, delivery, and availability
- Handling customer complaints and queries
- Manage banking
- Assist in stock taking
- Obtaining deposits and balance of payment from clients
- Maintaining client records
- Maintaining a safe workplace for customers and employee