**Anzeela Bhattarai**

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**OBJECTIVE**

Current Business Computer Information Systems student with excellent attention to details who is looking forward to a challenging job in a reputable organization to utilize technical and leadership skill. A trilingual individual who is a team player and is committed to excellence.

**EDUCATION**

* Edmonds Community College Graduation: April 2015

**Associate of Arts**

* University of North Texas Expected Graduation: May 2018

**B.S in Business Computer Information Systems**

**TECHNICAL SKILLS**

ASP.NET | C# | HTML| Java| JavaScript |CSS | SQL | MS Visual Studio | Microsoft Office Suite |VM ware | Active Directory

**LANGUAGE SKILLS**

English | Nepali | Hindi

**EXPERIENCE**

**Store support Consultant**

Signet Jewelers – 901 W Walnut Hill Ln, Irving, TX 75038 June 2017 - Present

* Assist store employees with procedural task from over 3,600 store in the US, UK and Canada
* Solve operating difficulty in the store with the use of IT applications
* Work on store support related projects as assigned by supervisor
* Provide support for all Information Technology products and services that includes answering questions, troubleshooting problems and instructing customers regarding software or hardware functionality.

**Customer Service Agent for Japan Airlines and Lufthansa**

Hallmark Aviation – DFW airport, Dallas, Texas July 2016 –August 2017

* Used Amadeus software to check-in 200+ passengers daily
* Educated passengers about airport security protocol
* Responsible for timely departure of the aircraft as a Gate Lead
* Make flight announcements on public address system

**Jewelry Consultant**

Zales - 3000 Grapevine Mills Pkwy, Grapevine, TX 75061 November 2015 – June 2017

* Provide superior customer service
* Execute daily, weekly, monthly and yearly sales goals
* Collaborate on daily routines and facilitate store flow
* Expand credit limit for customers by communicating with the bank

**Assistant Manager**

Mayuri Indian Cuisine – 20611 Bothell Everett HWY, Bothell, WA 98012 March 2015 – August 2015

* Interviewed/hired/trained new employees
* Prepare weekly schedule
* Work with wait staff and kitchen to ensure the restaurant is operated efficiently
* Assist managers with managerial tasks like posting credit sales to the bank

**MEMBERSHIP**

* Global Volunteer Club – EDCC Apr 2013 – Mar 2015
* Association of Information System - University of North Texas Aug 2015 – Present
* Nepalese Student Association –University of North Texas Aug 2015 – Present
* United Nations Association – Dallas Chapter Aug 2015 – Present
* UNICEF UNT – University of North Texas Jan 2017 – May 2017