

630 South Dayton Street # 6-307
Denver, CO 80247

Khem Rizal
khem.rizal@gmail.com

720-257-1307

SKILL AREAS

- Computer: Internet, MS Word, Excel, Access, Power point,
- Speak and write English well
- hard working and good team work
- Repairing Electrical Appliances(hard ware)
- Multilingual: Nepali, Hindi, and English
- Work as cashier and manager in gas station for 2.5 years

EXPERIENCE

- Experience in dealing with customer and use computers.
- Know how to use scanner for shipping company and for groceries.
- Work as general cleaner months in group
- Work with heavy load (more than 100 lbs)
- Waiter/server for 11 months
- Know how to use Aztec software.
- Know how to prepare shift and day report with store watch under Aztec.
- I know how to change and update price with handheld scanner.
- Experience to supervise people and employee.

WORK HISTORY

<u>Company name</u>	<u>Address</u>	<u>Position</u>	<u>Start months & yrs</u>	<u>End months & yrs</u>
Golden Sinclair (3032790787)	15495 W Colfax Ave Golden, CO 80401	Manager	07/10	still working

<u>Company name</u>	<u>Address</u>	<u>Position</u>	<u>Start months & yrs</u>	<u>End months & yrs</u>
FedEx Smart post inc. (3038764060)	20431 E. 35 th Drive. Aurora, CO 80011	Parcel Assistance	08/11	11/12

<u>Company name</u>	<u>Address</u>	<u>Position</u>	<u>Start months & yrs</u>	<u>End months & yrs</u>
ALPINE HOME CARE, LLC. (303-309-9202)	2530 S. PARKER ROAD SUITE 130 AURORA, CO 80014	RPCP	09/09	11/11

<u>Company name</u>	<u>Address</u>	<u>Position</u>	<u>Start months & yrs</u>	<u>End months & yrs</u>
GCA Education Services, Inc. (303-724-0740)	4726 Western avenue Knoxville, TN 37921	Housekeeping	07/09	12/09

<u>Company name</u>	<u>Address</u>	<u>Position</u>	<u>Start months & yrs</u>	<u>End months & yrs</u>
GARMAT USA INC (303-781-6802)	1401 W. STANFORD AVENUE ENGLEWOOD, CO 80110	Paint helper	09/08	03/09

<u>Company name</u>	<u>Address</u>	<u>Position</u>	<u>Start months & yrs</u>	<u>End months & yrs</u>
Hotel Denial	Birtamod, Nepal	Waiter	04/07	02/08
Signature Tower	Delhi, India	Security Supervisor	03/06	04/7

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EDUCATION

<u>SCHOOL NAME</u>	<u>ADDRESS</u>	<u>SUBJECT/PROGRAM</u>	<u>GRADUATED YEAR</u>
COMMUNITY COLLEGE OF AURORA (303-360-4700)	16000 E. CENTER TECH PARKWAY AURORA, CO 80011	Networking	Undergraduate

<u>SCHOOL NAME</u>	<u>ADDRESS</u>	<u>SUBJECT/PROGRAM</u>	<u>GRADUATED YEAR</u>
Spring Institute (303-863-0188)	1610 Emerson Street Denver, Co 80214	Work Style Pre- employment Training	2008

<u>SCHOOL NAME</u>	<u>ADDRESS</u>	<u>SUBJECT/PROGRAM</u>	<u>GRADUATED YEAR</u>
Gomendra Multiple Technical College	Jhapa, Nepal	Two years College (Computer Science)	2003

<u>SCHOOL NAME</u>	<u>ADDRESS</u>	<u>SUBJECT/PROGRAM</u>	<u>GRADUATED YEAR</u>
Pancha-Oti English School	Damak, Nepal	General (High School)	2001

References

Chris Tombari

ESL Chair

Community College of Aurora

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Susan Gershwin

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Sabina Durmisi

Employment Specialist

Ecuminical Refugee and Immigration Services

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