

I am a dedicated, professional worker with an eye for detail and constant desire for self improvement.

Throughout my career I have primarily worked in customer service and management roles. These have provided me with invaluable, transferable skills - such as organisation, management and verbal and written interpersonal communicative skills - that will undoubtedly benefit me in any team based role. I have a passion for writing and producing engaging content, which is reflected within my education and work as a freelance digital copywriter.

Alternative Work

June 2024| Digital Copywriting
Worked with the company Rethink Ordering to produce copy for their website, rethinkordering.co.uk as well as one of their clients websites, spicecabin.co.uk

March 2024| Digital Copywriting
Wrote the website copy for yakandyetitruro.co.uk leading to increased website conversions from 1.8% to 2.9%.

July 2023| GCSE Private Tutoring
Worked as a private tutor for a GCSE student who spoke English as a second language, teaching English Literature and Language. Predicted grade was 5, final grade achieved was 8.

March 2023| Hotel Hlidden Kingdom
Aided a start-up hotel with online promotion, profile curation, logo and signage design.

September 2019 | The Marigold Chain
English teaching and interpretation work for 3 weeks in a rural school in Pokhara, Nepal.

Other

May 2024| Developed a blog
Created a personal website to display my portfolio and upload travel blogs, which is my special interest in the writing field. Access at rajani.blog.

RAJANI ADHIKARI

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Location

Gillingham

Work Experience

Assistant Manager 2021 - 2023

Yak & Yeti Nepalese and Indian Restaurant, Truro

I worked here as part of the Front of House team from 2015 - 2018, so after completing my Bachelors degree I returned to the restaurant as Assistant Manager. My duties ranged across the whole spectrum of restaurant management, such as monitoring and controlling stock, social media management, training, hiring, general improvement of the business (such as introducing a new POS system), customer relations and service supervision.

Personal Assistant 2022 - 2023

Three Rivers House, Truro

At Three Rivers House, an Airbnb block of flats, I took a frontal role in customer relations. My duties were focused around ensuring top quality service for guests, providing fast communication and solving any issues promptly, including providing helpful recommendations and organising transport. I also purchased products (Eg. towels) and transported laundry.

Front of House 2023 - 2024

Chaiiwala®, Wembley

As a member of the Front of House team, my primary role consists of greeting and serving customers, handling payments, making beverages, cleaning and ensuring a hygienic working environment, and opening and closing of the café. Being a team player is essential for a smooth and well organised service, particularly in such a fast-paced lively environment. As the face of the worldwide brand, I ensure that standards are always of the highest and aim to preserve the brand's image and reputation.

Catering Assistant 2024 - Present

Medway Touchdown - Canterbury Christ Church University

I currently work here as part of the Front of House team. My duties include serving customers, serving food and drink, and keeping a clean and hygienic environment. I have developed my barista skills through my time here.

Education

BA in English Literature and History 2018 - 2021

Cardiff University 2023 - Present

- Active member of the Nepalese Society, involved in creating community events and sharing culture, language, and food with the wider university.
- Achieved a 2:1 overall grade

MA in Professional Writing 2023 - present

University of Westminster

- Worked on a team producing two editions of an entirely student-run literary anthology, named the Wells Street Journal. My roles for both editions respectively were editor and design team leader.
- Participated in developing a new university Creative Writing Society and aided the production of two editions of a journal named The WriterZine.
- Worked in a team as an editor and copywriter to create an annual report for the local Soho Poly Theatre.