

JOSH SOOKNANAN

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E joshcory05@gmail.com

A #43 Sahadath Road,
Princes Town.

OBJECTIVE

Searching for career opportunities. Eager to expand and apply my knowledge in the I.T field. Always ready to work towards goals and explore achievements. Excellent communication skills, attention to detail, providing quality work and performance. Willing to learn, adapt and work diligently

EXPERIENCE

ASSISTANT TECHNICIAN *KING'S ELECTRONICS* / BARRACKPORE, TRINIDAD. AUGUST 2022- MAY 2024

- Servicing Hardware Devices
- Software Troubleshooting
- Accounting
- Cashing
- Logistics Checking

COMMUNICATION

- Documentation and Reporting: Created detailed design documentation and style guides for developers and clients, ensuring consistent implementation of design elements and facilitating smoother project handovers.
- Liaised with clients to gather requirements, ensuring a clear understanding of their needs and translating them into functional website designs.
- Effective Communication- Handled Customer inquiries via phone and in-person, ensuring clear and concise communication, leading to customer satisfaction
- Conflict Resolution- Mediated disputes between customer and staff, resolving issues promptly and maintaining positive client relationships

EDUCATION

CTS College of Business and Computer Science Limited

Certificate in Web Design

Jan 2023- April 2023

Community Education Programme (CEP)

Certificate in Introduction to Project Management Concepts

Jan 2023- April 2023

Barrackpore West Secondary School

2017-2022

CSEC

Mathematics- Grade III

English A- Grade II

Principles of Business- Grade II

Office Administration General- Grade II

Social Studies General- Grade III

Physical Education and Sports General-
Grade II

LEADERSHIP

- Student Council
- RBC Young Leaders
- Assistant Electronic Technician
- Scout

REFERENCES

Surendra Seecharan

Fire Officer (Badge No. 4260)

Contact: 791-7333

Sabrina Rodriguez

Phlebotomist / ATC- Ministry of Finance

Contact: 333-7365

Dr. Daniella Rodriguez-Messina M.D

Pediatric Doctor

Contact: 378-8434

Dr. Carmen Jerry D.V.M

Pathologist, Veterinarian and Professor

Contact: 726-5730

KEY SKILLS

- Computer Literate (MS Office, Access Powerpoint, Excel, Etc.)
- Coding
- Delegating
- Critical Thinking, Troubleshooting and Problem Solving
- Data Entry and Organization
- Filing and Paper Management
- Resourceful, Hardworking and Efficient
- Typing and Flexibility
- Administrative and Highly Adaptable
- Punctuality
- Leadership Experiences
- Professionalism and Work Ethics
- Written and Oral Communication Skills
- Marketing