

NOCETTI FERREIRA KAIQUE



Personal

- Address**
1500 Rua Durval Fonseca Jardim Europa
25963300 Teresópolis
- Phone number**
21982501701
- Email**
kaiquenocetti07@gmail.com

Languages

- English
- Portuguese

Interests

- Business
- Computing

I have a long journey in a software company and with that I have a lot of experience and evolution in the area in which I work. My performance is always 100% and • My objective is to put all my experience in the area at the service of the company, thus benefiting the company, as well as my own professional growth.

Work experience

IT Technical Assistant Sep 2021 - Present
ITH2O TECNOLOGIA EM INFORMÁTICA LTDA, Teresópolis

- Supported staff with clerical tasks for well-maintained office administration.
- Completed work to agreed standards and specifications.
- Identified office equipment malfunctions and scheduled maintenance activities with repair teams to restore functionality.
- Attended and captured meetings' minutes, utilising short-hand formats to record discussions and conclusions.
- Harnessed prioritisation, organisation and multi-tasking skills and tools in handling multiple tasks, amplifying productivity.
- Learn practical skills and techniques by shadowing senior staff to understand organisation's operations, policies and procedures.
- Assessed and modified office procedures to improve organisation and accuracy.
- Produced and presented reports outlining department and organisation's activities to supervisors for planning and resource allocation purposes.
- Expedited work completion by coordinating internal and external resources to fulfil organisational goals.
- Managed information on company databases for different organisational activities to track history and safeguard accurate information.

Sep 2023 - Jul 2023

Skills

- R programming language
- PHP
- HTML
- Excel
- CSS
- JavaScript
- Bootstrap
- Jquery
- React
- MySQL
- Communication skills
- Computer skills
- Customer service skills
- Leadership skills
- Problem-solving skills