

Asomani Rawlings Junior

Phone: [Your Phone Number] | Email: [Your Email Address] | Address: [Your City, Country]

Career Objective

Dedicated and results-driven final-year IT student with a solid background in marketing and customer relations. Seeking the position of Hostel Manager Assistant to utilize my organizational, technical, and interpersonal skills in managing hostel operations efficiently. Highly committed, detail-oriented, and capable of handling full-time responsibilities with professionalism and enthusiasm.

Education

[Name of University] – [City, Country]

Bachelor of Science in Information Technology

Final Year (Expected Graduation: [Year])

[Name of Senior High School] – [City, Country]

[Certificate Type, e.g., WASSCE / High School Diploma]

Year of Completion: [Year]

Work Experience

Marketing Officer

[Name of Banking Institution] – [City, Country]

Duration: [Month, Year] – [Month, Year]

- Promoted and marketed banking services to increase customer engagement.
- Assisted in executing marketing campaigns and customer outreach programs.
- Provided excellent customer service and built lasting client relationships.
- Managed data entry, report preparation, and account documentation.
- Collaborated with cross-functional teams to meet monthly performance targets.

IT Assistant (Intern / Volunteer / Student Project Role)

[Name of Company / Department / Institution] – [City, Country]

Duration: [Month, Year] – [Month, Year]

- Provided technical support to users and maintained computer systems.
- Assisted with software installations, updates, and basic troubleshooting.
- Helped organize digital records and supported database management.
- Worked with administrative staff to ensure smooth office operations.

Key Skills

- Hostel and facility management
- Customer service & hospitality operations
- IT systems maintenance & basic networking
- Microsoft Office (Word, Excel, PowerPoint)
- Excellent communication & leadership
- Organization and multitasking
- Problem-solving & conflict resolution
- Marketing and client relationship management

Certifications & Training

- Certificate in Customer Service and Marketing – [Institution, Year]
- Basic Hospitality Management – [Institution, Year]
- IT Support & Systems Management (Ongoing / Completed) – [Institution, Year]

Languages

- English – Fluent
- [Other Language(s)] – [Proficiency Level]

Hobbies & Interests

- Leadership and community engagement
- Technology and system management
- Event organization and teamwork
- Reading and personal development

References

Available upon request.