

Administrative and Database Assistant for Word Alive Administrative and Database Assistant for Word Alive Administrative and Database Assistant for Word Alive Work Experience Administrative and Database Assistant for Word Alive Ministries International July 2014 to December 2018
Managing server by making sure that computer s meet the user's needs. Installing hardware and components and upgrading software on user machines Maintaining security policies Provide technical support for both hardware and software issues which users encounter Create and verify backups of data IT Administrator Vanguard Life Assurance February 2014 to June 2014 Provide technical support for both hardware and software issues which users encounter Monitor the system daily and respond immediately to security concerns Create and verify backups of data Respond to and resolve help desk requests Running database scripts that create space in the server. Administrate infrastructure, including firewalls, databases, malware protection software and other processes. Install and test computer related equipment Sales Agent Malawi Telecommunications Limited June 2013 to January 2014 Selling MTL routers and configuring them. Selling MTL handsets. Education Business Information Technology NACIT in Business Information Technology National College of Information Technology 2018 Diploma in Computer Studies NACIT in Computer Studies Chinamwali Boys Private Secondary School 2006 Skills Router, Excel, Microsoft office, Microsoft word, Word, Windows 7, Windows 8, Time management, Administrative Assistant, Outlook

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