

CHRIS MAHASE

#254 CUNJAL ROAD, BARRACKPORE
TRINIDAD AND TOBAGO
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PERSONAL

Date of Birth: April 07 1993

Marital Status: Single

CAREER OBJECTIVE: To be able to fulfill all tasks given to the best of my ability.

To be able to apply myself in the working environment effectively and cohesively.

PROFESSIONAL EXPERIENCE:

- 05/2014 – 08/2014 **LUTCHMEESINGH'S TRANSPORT CONTRACTORS
DATA ENTRY OPERATOR**
- Prepares source data for entry by compiling and organizing data.
 - Enters data by operating data entry equipment, coding information, resolving problems.
 - Completes data management by sorting, batching, and archiving files.
- 01/2012 – 05/2014 **CUNJAL GOVERNMENT PRIMARY SCHOOL
INFORMATION TECHNOLOGY ASSISTANT (OJT)**
- Ensure proper working of all technologies in the school.
 - Handling of all printers; printing, scanning, faxing and photocopying.
 - Typing of documents and correspondences.

EDUCATION:

11/2015–09/2018 **CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCES LTD**
Australian Institute of Business
▪ Business Administration Degree (BBA Generic)

09/2012–05/2015 **UNIVERSITY OF TRINIDAD AND TOBAGO**
▪ Artist Diploma in Music Performance
(*Western Classical, Major: Voice*)

06/2011 – 12/2011 **SCHOOL OF BUSINESS & COMPUTER SCIENCE (SBCS)**
Association of Business Executives (ABE)
▪ *Management Information Systems (MIS) – Diploma*

<i>Unit Type</i>	<i>Unit Name</i>	<i>Grade</i>
<i>QCF</i>	<i>Introduction to Business</i>	<i>B</i>
<i>QCF</i>	<i>Introduction to Business Communications</i>	<i>B</i>
<i>QCF</i>	<i>Introduction to Management Information Systems</i>	<i>B</i>
<i>QCF</i>	<i>Introduction to Quantitative Methods</i>	<i>B</i>

09/2006 – 06/2011 **BARACKPORE EAST SECONDARY SCHOOL**
Caribbean Examination Council / Caribbean Secondary Education Certificate 'O' Levels

- *Office Administration* *G1*
- *English Language* *G2*
- *Electronic Document Preparation and Management* *G2*
- *Principles of Business* *G2*
- *Integrated Science* *G3*
- *Social Studies* *G3*