‍‍Mikkilon Francis

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Objective

* To work within an active environment, where I can gain experience in different fields of work. To expand my knowledge and expertise as an individual, as well as doing my best to increase productivity in the workplace.

Experience

Amalgamated security services limited- (September 9th 2016– November 14th 2016)

* Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
* Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
* Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers

Trinidad Systems Limited (TSL) - INTERNSHIP (May 16th 2016- July 8th 2016)

* Customer Service Operative – Receives and answers calls from customers to send quotations, create and assign job sheets, and help troubleshoot minor issues with equipment.
* IT Helpdesk Technician- Receives job tickets from other employees having computer, printer and VOIP phone trouble and troubleshoot issues.
* Telemarketer – Make calls to clients about events and promotions and calling customers to survey the service of the field technicians of the company.

Education

university of trinidad and tobago sept. 2014 to PRESENT (Anticipated graduation date 2017)

* diploma in computer, network and telecommunications engineering

woodbrook secondary 2009 to 2014

cxc

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| Subject | GRADE |
| technical drawing | 1 |
| INFORMATION TECHNOLOGY | 1 |
| math | 2 |
| english | 2 |
| pRINCIPLES oF BUSINESS | 2 |
| human and social BIOLOGY | 2 |
| chemistry | 3 |

Additional Information

* Familiar with Microsoft office
* Understanding of CAD
* Understanding of basic Linux operations with respect to servers
* Knowledge of networking and network maintenance

References

Jamilia Joseph-Francis

Woman police constable

Fraud Squad Office

Trinidad and Tobago Police Service

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Ms. Nadia Glasgow

Business Operations Assistant

Advance Programs In-Service Training Unit

Trinidad and Tobago Police Service

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