**RESUME**

**KEDISHA OHN**

Trinity Hall,

UWI St. Augustine.

Phone # 315-8094

Email: [kedisha16@outlook.com](mailto:kedisha16@outlook.com)

Date of Birth: 30 October, 1998.

**Objective**:

* To grow and develop to the benefit of the business.

**Career Summary:**

* Electronic repairs technician with expertise in customer service, sales, data entry and management for over two years.

**Qualifications**:

* High School Diploma
* 8 CSEC O’Levels subjects
* Certificate in Business Studies
* Certificate in Business Management (UWI Open Campus)
* Currently pursuing a Bachelors in Management Studies

**Core Technical Competencies:**

* Great Analytical and Problem Solving Skills
* Technical, Conceptual and Human Skills
* Customer Service
* Seasoned in Social Media Management, Internet Exploration and MS Office.
* Data Entry
* Preparation of Financial Statements
* Payroll

**Work Experience:**

* Michael’s Computer and Gaming Services Limited. (2015-2017)
* Sales Clerk
* Electronic Repairs Technician
* Assistant Manager

**Interest:**

* Modelling
* Networking
* Repairing electronic devices
* Social media management
* Hiking and participating in adventurous activities.

**References**: Available upon request

**RESUME**

**KEDISHA OHN**

**Education**:

* University of the West Indies (2017-2020)
* University of the West Indies- Open Campus (2016-2017)
* Fyzabad Anglican Secondary (2013-2015)
* Fyzabad Secondary (2013)
* Palo Seco Secondary (2010-2013)

**Work Experience:**

* Michael’s Computer and Tech Lab

Electronic Repairs Technician and Assistant Manager.

High Street, Siparia.

Telephone # (868) 336-4789

**Duties and Responsibilities:**

Hardware and software issue analysis, maintenance and replacements.

Data Entry

Sales clerk

Handling business transactions for the employer in his absence.

Payroll

**References:**

Dr. Lincoln Douglas

English and Communications Lecturer

University of the West Indies- Open Campus

Email: drhlincolndouglas@gmail.com

1(868) 689 0798

Sharmaine Cheddie

Principles of Accounts Teacher

Fyzabad Anglican Secondary School

1 (868) 712- 8877

Michael Ettienne

Owner of Michael’s Computer and Tech Lab

Siparia

Syne Village, S.S Erin Road,

Penal

1 (868) 336- 4789