

Sachin Singh

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4/6 O'Neill Street Claudelands Hamilton New Zealand

IT ADMINISTRATIVE SUPPORT

Dedicated and customer-focused Information Technology student with a strong academic background and work experience in a customer-focused environment, seeking the Administrative Support position at the Te Kura mō te Hangarau Whakāuturanga – Centre for Information Technology. Eager to contribute organizational and communication skills to ensure the efficient operation of the team.

EDUCATION

Information Technology in Technical Support
Wintec | Te Pūkenga, Hamilton, New Zealand
Expected Graduation Date: June, 2024

Relevant Coursework

IT Essential Certificate
A++ in Fundamentals of Information Systems
A++ in Fundamentals of Programming and Problem Solving
A++ in Information Technology Operations

KEY COMPETENCIES

- Administrative: File management, scheduling, data entry
- Technical Support: Troubleshooting hardware and software
- Customer Service: Excellent communication and service
- IT Operations: Understanding IT infrastructure
- Programming: Basic knowledge
- Microsoft Office Suite proficiency
- Time Management, Team Collaboration, Flexibility

PROFESSIONAL EXPERIENCE

Woolworths Countdown, Hamilton, NZ
Long-Life Assistant

June 2023 - Present

- Created a loyal customer base through exceptional service.
- Effective teamwork for a seamless customer experience.
- Building strong and lasting relationships with customers.
- Efficiently handling multiple customer inquiries.
- Creating a positive and friendly customer experience.
- Flexibility in responding to changing customer demands.

REFERENCES

Stewart Hardie(Tutor)

Email: Stewart.Hardie@wintec.ac.nz

Steve Bunting (Store Manager)

Email: stephen.bunting@countdown.co.nz

Phone No: 07 853 0003

Mobile No: 027 837 9473

Kathleen Saunders (Long-Life Manager)

Phone No: 021 128 2023

Jacinta Argyle (Assistant Long-Life Manager)

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