

Hello I'm Mahesh

Trinidad and Tobago
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About

Hello, I'm Mahesh. I am an AWS Certified Cloud Practitioner (2023) and an AWS Certified Solutions Architect - Associate (as of February 2024), demonstrating my strong foundation in AWS Cloud fundamentals. I am a fast learner, goal-driven, and methodical in execution. I have experience across business administration, and Office 365 administration performing varying tasks crucial to daily operations in a timely and accurate manner. I am open to opportunities where I can leverage my AWS Cloud Ability and administration experience to provide value.

Work

2023 - PRESENT

PBS Technologies Ltd, Trinidad and Tobago – Network Operations Center Technician

- Provide comprehensive O365 administration support, leveraging Azure, Entra, and Exchange to streamline operations and improve business processes.
- Network monitoring using Solarwinds to quickly detect and help resolve performance problems and outages.
- Gather information and coordinate communication between end users, clients, ISPs, technicians, and engineers for smooth operations.

2021 - 2022

Medcorp Ltd, Trinidad and Tobago – Collections Officer

- Managed receivable accounts with a keen focus on maintaining cash flow and minimizing overdue payments through effective communication and negotiation strategies.
- Produced and analyzed detailed financial reports, enabling data-driven decisions to optimize collection strategies and operational efficiency.
- Maintained comprehensive records, ensuring accuracy and compliance in all financial transactions and customer communications.

2019 - 2021

Medcorp Ltd, Trinidad and Tobago – Medical Billing Clerk

- Ensured billing accuracy and compliance with hospital policies by coordinating closely with healthcare providers, and ward coordinators for up to date billing, enhancing integrity and customer service.
- Addressed customer queries with billing and hospital cost, accurately providing information, and rectifying issues in a descalating and customer friendly manner.
- Provided accurate cost estimates for medical procedures, contributing to transparent and informed financial planning for patients.

Education

2023 -2024

Amazon Web Services (AWS) – *Certified Solutions Architect–Associate, Certification*

2022 -2023

Amazon Web Services (AWS) – *Certified Cloud Practitioner, Certification*

2018 -2020

Association of Business Executives (ABE) Level 6 – *Advanced Diploma, General Business Management*

2016 -2018

Association of Business Executives (ABE)Level 5 – *Diploma, General Business Management*

2014 -2015

Association of Business Executives (ABE)Level 4 – *Diploma, General Business Management*

Projects

AWS

- Implemented text translation on a website using AWS services including Translate, S3, Lambda, and API Gateway.
- Hosted a professional resume on AWS, showcasing cloud hosting skills. (**utilizing: S3, CloudFront, Lambda, Dynamo DB, ACM, Route 53, CloudWatch Logs**)
- Used S3 and AWS CLI for efficient data backups.
- Managed resource authentication with IAM roles and policies.
- Launched EC2 instances and optimized performance with load balancing.

Spreadsheets

- Data-Driven Quotations for Hospital Procedures.
- Management of Receivables Accounts.
- Point of Sale and billing Transactions for medical clinic.
- Integration with Forms for Client Data Capture for CRM and backend processing.

Web Development

- Configured HTML to create front end for website.
- Added links directing viewers to navigate to information.
- Added a form to website utilizing google app scripts to receive feedback.
- Added Buttons to navigate to different sections and pages.