CHARLES C NTOPA

Nationality, Zimbabwean | (+91) 8866497402 | charlesntopa@gmail.com

Summary

Hardworking and reliable young man with strong ability in computer operations.
Highly organized, proactive and punctual with team-oriented mentality.

Skills

- Hardware and software updates
- Organization
- Problem resolution
- Customer service
- MS Office
- Documentation skills

- System upgrades
- Help desk assistance
- Computer configurations
- Application software testing
- Issue diagnosis and resolution
- Expertise in installations

Experience

COMPUTER OPERATOR | 12/2014 to 07/2016

Self-Employed - Kwekwe, Zimbabwe

- Configured new employee work stations, including all hardware, software and peripheral devices.
- Resolved customer issues by establishing workarounds and solutions to debug and create defect fixes.
- Reviewed, analyzed, and recommended software solutions for specific project needs.
- Updated hardware, software and security protections with latest standards.
- Operated wide range of machines, including computers, printers and paper sorters in fast-paced environment.
- Provided technical and operational support for entire organization.
- Collaborated with others to discuss new opportunities.

Education and Training

Parul University - Vadodara, India | Bachelor of Science
Mechanical Engineering, 07/2020

Kwekwe Polytechnic - Kwekwe, Zimbabwe | National Certificate
Machine-Shop Engineering , 12/2014

Murewa High School - Murewa, Zimbabwe | Ordinary Level
12/2010