

CHARLES JUNIOR KING
WOOD HALL DISTRICT., WOOD HALL P.O, CLARENDON
(876) 340-7437, WHATSAPP: 792-7624 22charles.king@gmail.com

CAREER OBJECTIVE

I intend to use my skills, talents and knowledge to further develop the company's growth to carry it to the top of the economy.

WORK EXPERINCE

HEART/NSTA Trust

March 2020 - Present

Glenmuir Business Centre
55 Manchester Avenue
May Pen P.O.
Clarendon

Main duties: Data Entry, Filing, Assisting Placement Officer, Making Call etc.

EDUCATION

HEART/NSTA Trust

March 2020 - March 2021

Business Administration Level 2 (Pending)

Denbigh High School 7 Jackson St, May Pen

September 2014 – June 2019

Certificate, Secondary Examination Certification (CXC) – Passes in 8 units
Principles of Business II, Principle of Accounts II, Information Technology I,
Mathematics III, Office Administration II, Technical Drawing III, Human and Social
Biology II, English A II

SPECIAL ATTRIBUTES (SKILLS)

- Computer proficiency
- Good oral and writing skills
- Communication skills
- Programming
- PHP,CSS,SASS,HTML,Python

SOFTWARE APPLICATION

- Figma
- Microsoft excel proficiency
- Microsoft word proficiency
- Microsoft visual studio code
- Atom

CO-CURRICULAR ACTIVITIES & AWARDS

- Certification of award for most outstanding performance in under 16 basketball

June 2019

- Basketball team captain (Demonstrates Leadership)

2014-2017

SPECIAL INTEREST & HOBBIES

- Playing basketball
- Chess
- Skateboarding
- Programming

- Studying Languages

REFERENCES:

Mr. Christine Bell

Job Placement & Facilitation Officer
HERAT/NSTA TRUST

Glenmuir Business Centre

55 Manchester Avenue

May Pen P.O.

Clarendon
(876) 531-9904

Mr. Zeco Brown
Parish Manager
HERAT/NSTA TRUST

Glenmuir Business Centre

55 Manchester Avenue

May Pen P.O.

Clarendon