

KATISHA ASHBY

10th Street Extention, Eastern Avenue Techier Village Point Fortin

Tel.# 304-1552

OBJECTIVES	To enhance my skills significantly, while gaining valuable experience so that I may be able to apply my knowledge meaningfully in a growth-oriented organization. This will allow me to both utilized my skills and acquire new abilities.												
EDUCATION & QUALIFICATION	<p>Costaatt (AA's Social Work) 2017(completed)</p> <p>U.W.I. School of Continuing Studies 2006-2008 Certificate HSE Management</p> <p>C.X.C O'LEVELS & G.C.E</p> <table><tr><td>English Language</td><td>Grade 2</td></tr><tr><td>Mathematics</td><td>Grade 2</td></tr><tr><td>Social Studies</td><td>Grade 2</td></tr><tr><td>Biology</td><td>Grade 3</td></tr><tr><td>Geography</td><td>Grade 3</td></tr><tr><td>Human & Social Biology</td><td>Grade A</td></tr></table>	English Language	Grade 2	Mathematics	Grade 2	Social Studies	Grade 2	Biology	Grade 3	Geography	Grade 3	Human & Social Biology	Grade A
English Language	Grade 2												
Mathematics	Grade 2												
Social Studies	Grade 2												
Biology	Grade 3												
Geography	Grade 3												
Human & Social Biology	Grade A												
SKILLS	Internet & Email Skills Basic Cash Handling Skills Secretarial Skills Communication Skills Customer Skills File Management Skills Telephone Etiquette												
WORK EXPERIENCES:	<p>ISLAND FINANCE (Feb 2013-April 2013) San Fernando Branch Sales Representative</p> <p>Responsibilities :</p> <ul style="list-style-type: none">- Processing Customers Loans Applications- Responds to Customers Complaints & Queries- Promoting Services Offered- Telemarketing- Making Deposits to Customers Loan Accounts												

<p>WORK EXPERIENCES CON'T</p>	<p>FIRST CITIZEN BANK (Feb 2008-Dec 2010) Point Fortin Customer Service Representative</p> <p>Responsibilities :</p> <ul style="list-style-type: none"> - Updating Customer Accounts - Creating New Accounts - Depositing and Withdrawing Cash for Customers - Responds to customers complaints & queries - Preparing bank statements - Preparing bank drafts and managers cheques - Making deposits to foreign accounts <p>PERSAD'S INVESTMENT LIMITED (Feb 2005-2007) Point Fortin</p> <p>- Cashier</p> <p>KENTUCKY FRIED CHICKEN (April 2002- August 2002) Pt. Lisas</p> <p>-Cashier</p>
<p>REFERENCE:</p>	<p>Mr. Clifford Campbell (MSc.) Senior Project Engineer Petrotrin, Trinmar Operations Point Fortin Tel:648-2011/ 680-2313</p> <p>Ms. Martina Claire Edwards Teacher 1 Primary Tel:709-4364</p>

