

Amrika Smith

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Sangre Grande

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Objective

To secure a position where my skills and experience can be best harnessed

Education

Matura Secondary School.

Matura

2000\2005

CXC General Proficiency

English A. 2

Integrated Science. 3

English B. 3

Social Studies. 2

Work Experience

American Stores LTD

Sangre Grande.

January 2014/ May 2016

Position- Customer Service Representative/ Relief Cashier

Job Description: Helping customers with whatever they may need

Stock taking

Sales

General CSR duties

Reason for leaving: Laid off

Unicomer/ Lucky Dollar.

Arima.

January 2013/ April 2013

Position: Customer Service Representative

Job description: Sales

Assisting customers with their purchase enquiries

Cash and hire purchase sales

General CSR duties

Reason For Leaving: End of Contract

Unicomer/ Courts.

Arima.

September 2012/ December 2012

Position: Customer Service Representative

Job Description: Sales

Assisting customers with their purchase enquiries

Cash and hire purchase sales

Basic CSR duties

Reason for leaving: End of Contract

Ojt/ Sangre Grande Secondary School.
June 2011

Sangre Grande.

January 2009/

Position: Office Assistant/ Textbook Rental Assistant

Job description: Answering Phones

Photocopying

Stock taking

Book keeping

Giving out text books to students by forms

Reason For Leaving: End of Contract

Civilian Conservation Corps.
2007

Sangre Grande.

August 2006/ April

Position: Office Assistant

Job Description: basic office duties

Reason For Leaving: End Of Contract

Other Skills, Training and Co-Curricular Activities

Customer Service Training

Computer Literate

Basic Computer Repairs

Troubleshooting

Book Keeping

Stock Taking

Team Work Proficiency

References

John Cummings Corporal. Trinidad and Tobago Police Service. 18683678627

Theresa Dabreau. Supervisor. Subway Sangre Grande 18683611835

