

# Mrs.Chemille Julien-Mannette

## Contact

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## Address

Lot 19# Mustapha Lane El Socorro San Juan

## Profile

**Objective** Seeking a challenging position at a growth oriented firm, which will allow me to both further utilize my skills and acquire new to abilities.

## Key Skills

- Team player.
- Communicate effectively with staff.
- Effective verbal/written communication skills.
- Attention to details, excellent planning, organizing and time management skills.
- Customer-service orientation.
- Reliability.

## Courses/Subjects Obtained & Currently Pursuing

### Certification in Courses such as:

- **Event Management**

(Cipriani College)

- **Administrative Assistant & Project Management**

(Administrative Career Training & Recruitment Agency)

- **Computer Proficiency**

(Forde College)

- **Telephone Operator/Receptionist**

(Eastern Community College)

- **Sales & Marketing**

(School of Business & Computer Science)

- **Practical Accounting**

(School Of Practical Accounting )

**Principles of Business: Grade3**

### Currently Pursuing:

**Peachtree Accounting**

**Mathematics**

**English**

**Principles of Accounts**

Education	Date
Mucurapo Senior Comprehensive School	2003-2005
Belmont Junior Secondary School	1999-2003
St. Rose's Girls RC School	1992-1999

## Work Experience

### **Centre of Excellence****19<sup>th</sup> August 2013 – Present**

#### **Administrative Assistant**

- Performs Administrative and office support activities for Department.
- Receiving and directing calls and directing clients and visitors to relevant halls.
- Responding to client email in a timely and professional manner.
- Creating spreadsheets and filing documents.
- Responsible for preparation for Monthly Cott Report.
- Preparation and timely execution of Weekly Event Sheet.
- Documenting client feedback in log book.
- Ensuring offices has sufficient stationery items.
- Responsible of preparation of Monthly Car Passes for clients.
- Preparation of Large Halls Reports.
- Assist in making Booking for Halls.
- Assist Manager in preparation of Booking Reports and Report by Resources.

### **Rayisa Limited****6<sup>th</sup> June 2011 – 19<sup>th</sup> August 2013**

#### **Custodian**

- Cleaning

### **S.M. Jaleel & Company Ltd.****November, 2006 – 4<sup>th</sup> May, 2011**

#### **Merchandiser**

- Determines call schedule by reviewing priorities with supervisor, discussing special instructions, product promotions, new products and prices changes.
- Maintains stores shelves by observing displays of company products, removing damaged or freshness-dated products tidying stores shelves providing optimum display of products.
- Maintains inventory by restocking shelves with products from inventory, observing levels, prompting stores management to reorder when level appear low arranging for credit for damaged products.
- Helps fields sales representatives with special promoting by setting-up displays at aisle ends, checking daily on special promotions at end of special promotion period.
- Maintains quality results by following and enforcing standards.

## **Blue Ribbons Ltd May, 2006 - November, 2006**

### **Merchandiser**

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## **Hi lo Food Stores, Diego Martin November, 2005- May, 2006**

### **Grocery Clerk**

- Grocery section of the stores is well stocked for customers.
- Assist in receiving, storing and stocking of products while ensuring proper product rotation and quality.
- Create and build product displays
- Assist customers in locating items.

## **National Library & Information System Authority 1<sup>st</sup> June, 2005 – November, 2005** **(NALIS)**

### **Locker Attendant**

- Enforces Library policies as appropriate.
- Serves as a patron entering the Library and answers directional, informational or other questions in a friendly and cheerful manner.
- May assemble and relocate shelving, equipment and furniture, as time allows.
- Assist with library programs and activities as needed, including set-up and break-down access.

## **2m Calling Centre, City Gate, Port of Spain 15<sup>th</sup> December, 2002 – 20<sup>th</sup> July, 2003**

### **Cashier**

- Receive payment by cash, check, credit cards vouches
- Issue receipts, refunds and change due to customers.
- Count money in cash drawers at the begging of every shifts to ensures that amounts are correct and that there is adequate change.
- Greet customers entering establishments.
- Maintain clean and orderly check out area.
- Identify prices of goods.

## Activities and Interests

Reading, Internet Surfing, Meeting People

## References

**Ian Yearwood : Rayisa Ltd.**

Managing Director (794-4868)

**Adolph Narcis : Trinidad & Tobago Police Service**

Retired Inspector (739-5962)