

Antonellia Baptiste La-Rode

17 Nepaul Street, St. James 798-1096/ 622-0976

b3_annie@hotmail.com

Objectives

Always honest and hard working. A fast learner thus making myself a valuable asset to your company. Always be the best I can be at whatever I do.

Experience

Date of Employment : 2/14/2011 to 03/31/2015

TSTT/Blink Vigilance

TSTT Laventille Work Centre

151 - 155 Eastern Main Road

Laventille.

Customer Service Representative

- To schedule appointments with customers for repairs. Liaise with the technicians while they are at the repair or installation. To liaise with the customers to record all their information accurately, ensure that their needs were met and satisfaction attained. Filling of service forms and replenishing of packages and extra devices for technicians to complete their jobs.

Experience

Date of Employment : 14 Feb 2008- Jan 2009 (Head Office)/ Jan2010- Jan 2011 (East Office)

On Job Training (OJT) Office, MSTTE

16 Warner Street,

St. Augustine, Trinidad West Indies

Accounting Assistant

Entered and made appropriate changes to trainees' data. Constructed monthly pay sheets using windows excel. Filing whenever necessary.

Experience

Date of Employment : Oct 2006- Dec 2007

Kidsworld Ltd

Corner Elizabeth Street and Tragarette Road, Woodbrook, Port-of-Spain

Store Clerk, Cashier and Merchandiser

Kept shelves cleaned and stocked, double check prices to make sure that they were correct. Cashed and balanced off my register. Check the wholesale goods make sure that the stores got their correct order. Ensure that the stores shelves were clean and all our goods were in the correct place and appropriate condition.

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Experience

Date of Employment : Aug 2005

Keith Khan Book Etc

Frederick Street, Port-of-Spain

Store Clerk

Made sure customers received what they needed and that shelves were always clean and stocked.

Education

Dates of Attendance : September 1998- June 2003

Gasparillo Composite School Rahaman Drive and Bonne Adventure Rd, Happy Hill Village Gasparillo

Subjects	CXC Grade
Clothing & Textiles	One
English Language	Three
Mathematics	Three
Principles of Business	Two
Integrated Science	Three

Dates of Attendance : September 2003- June 2004

Diego Martin Finishing School Four Roads, Diego Martin Main Road, Diego Martin

Subjects	GCE/ CXC Grade
English Language	Two
Mathematics	Two
Principles of Accounts	Two
Social Studies	Two
Human and Social Biology	C

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Dates of Attendance : September 2004 to June 2006

Polytechnic Sixth Form Government Ethel Street

Subjects	GCE A 'Level Grade
Accounting	E
Business Management	E
Economics	As E
General Paper	C

Dates of Attendance : 2008

UWI School Of Continuing Studies St Augustine

Certified Accounting Technician Course

CAT T1	Passed
CAT T2	Passed
CAT T4	Passed

References

Marcus Young - Acting Accountant at OJT 728-4792

Parveen Pierre- General Manager at AAC Enterprises & Transport Ltd 749-1639/290-1639