

WORK EXPERIENCE:

CLERK TYPIST | DRETCHI [June 12th to Sept 11th 2014]

- Inventory of storage rooms & like cabinets
- Distributions of items from storage rooms
- Assist with filing of Accounting, Documents and one shop receipts
- Time and Attention report
- Typist all documents and reports as required
- Copying and faxing of documents
- Keeping and Securing GM's personal files

SALES CLERK | The Candy Counter [2010-2012]

- Cashing
- Closing off of Cash flow books daily
- Assist in supervising staff

APPRENTICE | NCPD – Finance Department [2008-2010]

- Cashing
- Closing off of Cash flow books daily

EDUCATION:

National Energy Skills Center [2015- 2016 Current]

- Microsoft Digital Literacy
- Microsoft OneNote
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Word Expert
- Microsoft Excel Expert
- Microsoft Power Point
- Microsoft Access
- Microsoft Sharepoint

National Center for Persons with Disabilities [2007-2009]

National Training Agency (NTA) – Awarding Body

- Using information Technology Level 2# Trinidad and Tobago
- Vocational Qualification Unit Awards
- Produce Documents Using Word Processing Software (Microsoft Word)

CERTIFICATION:

National Centre for Person with Disabilities [2007-2008]

Subject: Office Practice
Typing – Speed
Computer – Microsoft Word
Computer – Excel Microsoft – Level 3#
Typewriting

CASCADE SCHOOL FOR THE DEAF [2006-2007]

Subject: Computer- Literacy Skills
Computer- Literacy
Computer- Microsoft Word
Art Therapy & Mediation Training
Heroes
Presented
Swimming **(BSW)**
Vsa art- Drawing

REFERENCES:

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