

Melissa Date

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Lp #58D Febau Village Laventille Road

San Juan

Trinidad, West Indies

Objective

To be part of an organization that will challenge me to exercise my full potential and will provide continuous advancement to grow and utilize my skills while achieving the organizations goals and also developing my skills to a higher level.

Education

2013-2015 | Tranquility Secondary School

Cape Advance Proficiency

- Communication Studies III
- Management of Business V
- Sociology V

2007-2012 | Tranquility Secondary School

Caribbean Secondary Education Certificate

- English III
- Principles of Business II
- Office Administration II
- Social Studies III
- Integrated Science III



Experience

August 2015 - Present | Administrative Officer

Ministry of Labor | Trinidad & Tobago Postal Corporation | Piarco, Trinidad

March 2016 - Present | Administrative Officer OJT | Stores Department

- Accurately package and checks of deliveries to relevant Departments and Delivery Offices.
- Merchandises stock efficiently in all areas of the store ensuring the highest standard of care in the handling, storage and presentation of products.
- Ensuring Goods are received in good conditions and accurate with the amounts with the invoice.

December 2015 - February 2016 | Administrative Officer OJT | Human Resource Department

- Assist Compensation and Benefits Officer with updating the pension salaries.
- Assisted in maintaining the update of employees files.
- Efficiently and effectively answering employees queries both via telecommunications and face to face interactions with regards to vacation and leave entitlement

August 2015 - November 2015 | Administrative Officer OJT | Woodbrook Delivery Office

- Assisted in sorting mail with the Delivery Officer.
- Assisted in the distribution of Pension Cheques to the elderly.

June 2014 - July 2015 | CSR-Cashier

Massy Stores | Woodbrook, Port of Spain, Trinidad

- Greet customers as they arrive in the store and provide them with information regarding products and/or services.
- Maintain knowledge of store inventory and sales activities.
- Efficiently and effectively process cash and electronic payments
- Assist in stocking shelves, rotating merchandise and marking prices

Skills

- Microsoft Office (Word, Excel, Outlook and Internet Technologies)
- Cosmetology

Achievements

- **Senior Prefect**-September 2012 to July 2015
- **Rotary Club**-Member of the Tranquillity Secondary School Rotary Club
- **Rotary Club**-Public Relations Officer 2012-2015

References

- Available Upon Request