

Lisa G. Ramnarine - Nageesar

PERSONAL DATA

OBJECTIVE: Pursuing a challenging job in a competitive field and delivering a higher standard of services. Utilizing my abilities through education and experiences for the opportunity for professional growth based on my performance.

DATE OF BIRTH: 7th April 1981

INTERESTS: Interacting with/and meeting people, helping others, reading

CAREER GOALS

Ensuring goals and objectives are accomplished in accordance with outlined priorities and requirements. My experience with various companies has allowed me to possess the skills in developing a good relationship with fellow workers and supervisory staff, in getting the job done as quickly, efficiently and with professionalism in mind.

WORK EXPERIENCES

1. **FIRST CITIZENS BANK, CHAGUANAS – On The Job Training**
2. **GENERAL HOSPITAL, SAN FERNANDO**
1999 -2001
Medical Clerk
Computer Training – RHA IS/IT Department
3. **DIAMOND SYSTEMS LIMITED**
Data Entry Clerk/ Secretary for Managing Directors
4. **TUCKER ENERGY SERVICES LIMITED – DRILLING DIVISION, LA**
ROMAIN March – June 2008
Divisional Administrative Assistant (for Drilling)
5. **ESCADA IMPORTS LIMITED** – Hobson Street, San Fernando
2008-2010
Administrative Officer
Product Supervisor (chic ladies stockings)
6. **ADAMS PROJECT MANAGEMENT AND CONSTRUCTION LTD,**
COCORITE 2011 – 2012
Checker/ Stores Clerk/ Office Admin
7. **PREM PERSAD MAHARAJ & COMPANY – ATTORNEYS AT LAW**
2013 – 2014
Law Clerk/Office Mgr/Typist/Receptionist
8. **PENAL MEDICAL ASSOCIATES**
3 months in 2016
 1. Assistant nurse – checking temperatures, blood pressure, doing ECG, heart rate, weight/height
 2. And front desk clerk – filling out patient information, learning medicines.

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EDUCATION: COMPUTER EXPERIENCE

Also entails working in a computerized environment.

1. CHARLIES PREMIUM COMUTER CENTRE, SAN FERNANDO

Computer Technician Course
GRADE A

2. MIS TRAINING ROOM

SOUTH WEST REGIONAL HEALTH AUTHORITY

COMPUTER LITERACY

Microsoft Word
Corel Print Word
Microsoft Power
Point Microsoft Excel
Microsoft Publisher
Internet Access
Typing 50 w.p.m

CERTIFICATE OF ACHIEVEMENT

3. SERVOL HI-TECH, LA ROMAIN

COMPUTER LITERACY

Introduction to Computers
Dos and Windows
Word Processing – MS Word
Database – MS Access
Spreadsheet – MS Excel
Bookkeeping and Accounting
GRADE A

4. ACHIEVED :

3RD Place Certificate in Letter Writing
Cambridge Information Technology Certificate – Microsoft Word

5. NATIONAL ENERGY SKILLS CENTRE (NESC)

August 2000 Computer
Literacy Certificate of
Completion

6. OSHA ACT: 30hrs Certified

7. MODERN BUSINESS SCHOOL LIMITED/ ST. KEVINS COLLEGE

Principles of Business	1
English	2
Integrated Science	2
Social Studies	2
Math	3
Typing	55 - 60 wpm

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CO CURRICULAR ACITIVITIES:

SELF ENHANCEMENT COURSES

- Self Awareness
 - Punctuality and Attendance
 - Public Speaking
 - Communication Skills
 - Spirituality
- Parenting
 - Group Counseling
 - Drama
 - Survival Cookery
 - Art Analysis
 - Effective Communication
 - Motivation
- Personal Enhancement
 - Goal Setting And Accomplishment
 - Public Speaking and Presentations
 - Time Management
- The Interview
 - Strategic Marketing
 - Business Etiquette

1. YOUTH TRAINING AND EMPLOYMENT PARTNERSHIP PROGRAM (YTEPP)

Six (6) Months Training For Each

2003

Career Enhancement Classes

2005

Micro Entrepreneurship

2. SINGER, CARLTON CENTRE, SAN FERNANDO

Three (3) Month Training Course

Dressmaking and Design

3. OPEN BIBLE CHURCH, PENAL

Former Head of Usher

Department

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REFERENCES:

Shazahra Leia Khan-Camacho
Sales Representative
Guardian Life of the Caribbean
763-5886

Prem Persad Maharaj
Attoreny at Law
Prem Persad Maharaj & Co
San Fernando

Pastor Tex Jones
Assistant Pastor
Open Bible Church
Penal
647-6772

OTHERS AVAILABLE UPON YOUR REQUEST

CONTACT INFORMATION:

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