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# NATHIFA LASHLEY-BRANKER

#69 Ibis Court, Lisas Gardens , Couva

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## **Objective**

To acquire a position with the potential for advancement where I can utilize my knowledge and experience.

## **Work Experience**

Cashier ( Part time)@ Francis Fashion Shoe Locker April - August (2015)

Clerical Officer (Contract) - National Insurance Board of Trinidad & Tobago.  
May 2013 - October 2014

Assistant Manager @ Brownskin's Hair and Beauty Care.  
Sept. 2012- May 2013

Administrative Assistant @ My Way My Style Beauty Salon.  
August 2011 – August 2012

Clerk I ( Contract) – Office of the Prime Minister & Ministry of Finance Valuation Division  
March, 2010- June 2011

Administrative Assistant - Ministry of Science Technology and Tertiary Education On-the-job Training  
Program. Aug 2007-June 2008

## **Education**

Currently pursuing Associate of Science Degree in Management @ Roytec.  
Completion date(December 2016).

Certificate in Business Management and Technology awarded by U.W.I 2005-2007 courses sucessfully  
completed include:

Business Communication A-

Information Technology A

Principles of Management A

Macro Economics and A Global Perspective A

Production Control and Marketing A

Human Resource Management A

Mathematics For Business Purposes B-

Microcomputer and Networked Systems C

Certificate of participation in the NGC Natural Gas Tertiary Education Workshop

Modules include:

History and Overview of Energy Industry in T&T

The natural Gas Value Chain

The Introduction of Hydrocarbons

Measurements, Resources and Quantities

The Upstream, Midstream and Downstream Sectors

Field Operations

Environment and Safety

Legal and Financial Framework

8 CXC O'level passes @ Holy Faith Convent Couva 2000-2005 including;

English Language I

Mathematics II

English Literature II

Principles of Business II

Information Technology III

Principles of Accounts III

Integrated Science III

Music III

**Skills**

Multi-tasking.

Excellent written and verbal Communication Skills.

Proficiency in Microsoft Office Suite.

Team Player.

Experience in creating and presenting PowerPoint presentations.

Ability to work under little supervision.

Planning and coordinating fund-raising events and functions for the church, community etc.

**References**

Camille Mc Farlane Julien - *Clerical* Officer NIBtt - ([730-3600](tel:730-3600))

Leslie-Ann Shears - Accounting Assistant -Peakes ([399-4275](tel:399-4275))