

# VICTOR GEORGE

#36 Papourie Road Duncan Village San Fernando [victor.nepaulsingh.george@gmail.com](mailto:victor.nepaulsingh.george@gmail.com) Cell: 1 (868) 790-8681

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## Objective:

- To become The President of the Republic of Trinidad and Tobago
- Serve as a missionary
- Be the best in what I am currently engaged in

## Professional Summary

Innovative, self-motivated, project oriented young professional with well-groomed strengths in communication, critical thinking, and problem solving. Having the privilege of working as the lowest member of staff to that of management, I have grown to appreciate the different roles and functions of persons within an organization. I have also been able to develop my Managerial skills in line with my educational background.

## Experience:

### *Student Assistant, Law Library*

#### *The University of the West Indies, Cave Hill*

*September 2016 – May 2017*

- Facilitate the borrowing of book and the use of Library resources.
- Assist with the Collection and storing of Student bags
- Assist with research
- Assist with the collection of fines

### *Export Customer Service Supervisor*

#### *SM Jaleel & Co. Trinidad*

*August 2015 – August 2016*

- Developed systems to effectively manage documents sent to foreign customers
- Liaise with External Customers and Internal Customers in resolving issues
- Supervised (train and directed) and assigned work to junior members of staff
- Orchestrated the Key Performance Indicators (KPI) for the newly created Export Customer Service Unit.

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## ***Junior Director***

### ***CIVCO LTD***

***2013 – 2015***

- A partner of a Small distribution company
- Where I both developed my accounting skills and gained experience in online accounting systems.
- Developed and introduced financial safe guards to prevent theft
- Developed and implemented the Human Resource Policy and Procedures of the Company
- Organized and managed the Marketing Materials for customer information
  - Assisting in developing the Website
  - The company's Logo, slogan and aim.
- Coordinated the production of Legal documents for the day to day operation of the company
  - Confidential agreement
  - Employers / Employees agreement
  - In corporation of the company

## ***Export, Advertising and Promotional Manager,***

### ***SM Jaleel & Co. Trinidad***

***June 2012 – Sept 2013***

- Managed systems laid down by Trinidad and Tobago Customs Unit on Bonded Warehouse
- Received, prepared for shipping Point of Sale Materials
- Assisting in the management of the OECS Market Distributors
- Developed and maintained reports of sales and budgets
- Assisted in developing artwork for promotions with in the OECS markets.

## ***Student Assistant, English Department***

### ***The University of the West Indies, St. Augustine***

***February 2012 – May 2012***

- Coordinated the schedule of appointments for students seeking help in reading and writing skills.
- Provided one on one Training in basic English Skills.

## ***Intern Marketing Manager***

### ***Agricultural Development Bank***

***January 2012 – February 2012***

- Performed market research
- Executed planning sessions and plans in line with marketing.

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## ***Stocks Manager***

***Ministry of Agriculture Point Fortin***

***September 2011– January 2012***

- Maintained records of Farming supplies
- Issuing Supplies as needed to farmers, schools and research groups
- Performed basic Customer Services to the General public.

## ***Clerk to the Justice of the Peace***

***OJT Siparia Magistrate Court***

***June 2011 – September 2011***

- Prepared legal documents
- Maintained a filing System
- Assisted the Magistrate in note taking and research
- Interacted with the general public as a first line of contact.

## ***Driver***

***June 2011 – December 2011***

***Pizza Hut Gulf City***

- Delivered Pizza Hut's products
- Receive payments on behalf of Pizza Hut

## ***Training Scan Coordinator***

***Hilo Food Stores, Gulf City.***

***July 2009 – June 2011***

- Updated the prices of Grocery items both on shelves and the online system
- Insuring that all items scanned at the cashers
- Acted as a Supervisor in different departments when members of the Management team were absent.

## ***Grocery Attendant***

***Hilo Food Stores, Gulf City.***

***July 2006 – June 2009***

- Packaged customer's groceries
- Assisting customers to their car

## ***Machinist***

***Ashock Machine shop, Duncan Village San Fernando.***

***July 2005 – July 2006***

- Maintained the tools used on a daily basis, by replacing them where they belonged and servicing the ones needing service
- Opened and Closed the store
- Managed the shop in the absence of the owner and the manager.

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## Education:

- 2013 – Present  
The University of the West Indies, Cave Hill Barbados  
**(LLB) Law**
- 2009- 2012  
The University of the West Indies, St. Augustine  
**BSc. Agribusiness Management**
- 2007 – 2009  
The University of the West Indies, Open Campus, San Fernando  
**Advanced levels (CAPE)**
- 2007  
The University of the West Indies, South Campus.  
**A Certificate in Health and Safety**
- 2002 – 2007  
Southern Academy of Seventh Day Adventist  
**C.X.C General Proficiency**

## Skills Acquired:

- *Certificate in Computer Science*  
Ministry of Computer Science
- *Certificate in piano*  
The University of the West Indies, Open Campus, San Fernando
- *Forklift License*  
SM Jaleel Trinidad
- *Certificate in Swimming*  
The University of the West Indies, Open Campus, San Fernando
- *Certificate in Counseling*  
Beth'aleel Fundamental Baptist Church

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## Activities & Interests:

- Playing Piano
- Learning new things
- Reading
- Swimming
- Leadership of my Church's Youth Group;
  - Youth Group Leader
  - Public Relations Officer
  - Acting Youth Pastor.
- The Accommodations Representative for the Trinidad and Tobago Student Association UWI Cave Hill
- The Constitutional Chairperson for the Law Society of UWI Cave Hill.

## References:

- Miss Kathy-Ann Long  
Registry-Student Affairs (Admissions, Law)  
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[kathy-ann.long@cavehill.uwi.edu](mailto:kathy-ann.long@cavehill.uwi.edu)
- Ms. Sherry Samuel  
Back Store Supervisor  
1 (868) 343-0006