

RESUME

Name Kerdyia Danicia Narcis
Date of Birth 11th February 1995
Telephone 464-8489
Email daneicea.narcis@gmail.com

Objective

- To apply my knowledge and experience in a responsible position that would provide an opportunity for benefits to the Organization, professional growth and personal development

Work Experience

Nov 2017-Jan 2018

- Angostura Limited

Position -Cashier (Temp)

1. Controlling and monitoring the levels of cash in the teller drawer cash handling procedures
2. Customer service support
3. End of day balancing and sales report.

Aug 2017-Nov 2017

- Canning's Employees's Credit Union

Position -Receptionist

1. Receives, sorts and forwards incoming mail. Maintains and routes publications.
2. Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc. Assists in the ordering, receiving, stocking and distribution of office supplies. Answers telephones and directs the caller to the appropriate associate. Will transfer a caller to an associate's voice mailbox when the associate is unavailable.
3. Greets and directs visitors to the company. Takes and retrieves messages for various personnel.

Sep 2016- Nov 2016

- Venture Credit Union

Position - Relief teller

- 1 Processing customer deposits, withdrawals, and payments.
- 2 Supporting the credit union sales team by identifying customer needs and then promoting current offers to them.

- 3 Referring customers with financial problems to other colleagues for assistance.
- 4 Performing clerical and administrative duties.
- 5 Following Credit union procedures when performing transactions.
- 6 Controlling and monitoring the levels of cash in the teller drawer cash handling procedures.

- Dec 2015- Sep 2016

- **Leeann's General Children's Store**

- **Position – Manager**

- 1 Develop business strategies to raise our customers' pool, expand store traffic and optimize profitability
- 2 Ensure high levels of customers satisfaction through excellent service
- 3 Complete store administration and ensure compliance with policies and
- 4 Deal with all issues that arise from staff or customers (complaints, grievances etc)

Oct 2015-Dec 2015

- **Nagico San Fernando**

- **Position – Filing Clerk**

- 1 • Retrieve, sort, and file all information
- 2 • Maintain an arranged file room
- 3 • Interact with clients, visitors, staff and the public

Sep 2014-April 2015

- **S.M Jaleel & Co Limited**

- **Position - Data Entry Clerk**

- 1 Prepared documents for data entry
- 2 Verified, updated and corrected source documents
- 3 Entered data into designated database and forms
- 4 Checked printouts and performed statistical checks.

Education

- Princess Town West Secondary 2012 - 2014
- Tableland Secondary 2007 - 2012

Subjects

(CXC)

- Mathematics
- English
- H.S.B
- Social Studies
- English B
- Agri Science
- P.O.B

A Level's

- English Lit
- Sociology
- Communication Studies
- Management of Business M.O.B

Skills

- Highly skilled in greeting employees and visitors, answering and forwarding telephone calls and delivering messages
- Able to schedule meetings and conference calls
- Effectively write, receive and distribute correspondence and emails
- Competent at compiling and maintaining office records
- Demonstrated ability to perform word processing tasks including letters, memos, reports, labels, inventory

Able to make quick and effective decisions

- Excellent oral and written communication skills
- Able to ensure that office supplies are ordered and adequately stocked
- Proven ability to work in a fast paced environment
- Hands on experience in working with a diverse group of people
- Excellent telephone etiquette
- Highly enthusiastic with a profound ability to work under minimal supervision

- Excellent research skills

Computer Literacy

Database, MS Office Suite, Microsoft Word, Administration Software, Outlook and Internet

Accomplishments

School Prefect(2012)

Student Council(2013)

Academic Achievement Award(2012)

References

- Michelle Fontrose
Defense Force
327-3361
- ShellyAnn Ali
Business Owner
390-8687
- Faith Pascall
Waitress
775-2471

Phone: 464-8489
Email: daneicea.narcis@gmail.com

To Whom It May Concern,

I the undersigned hereby apply to your firm for any position befitting my qualifications.

My career aspiration is to execute to the best of my abilities, any task set before me, with a vision to deliver effective and efficient service.

I have a keen interest in your reputable establishment and if presented, with the opportunity of becoming a part of your staff, I'm prepared to work hard to contribute positively to your firm while improving my knowledge and skills, I consider myself to be mature, hardworking, reliable full of potential and always prepared to use my initiative to go the extra mile.

Enclose here are details of my qualification, experience and names of three references, who are willing to provide you with information on my character and ability.

Sincerely,

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Kerdyia Danicia Narcis