

Khidija Asha Quashie

Lp#56 Michael Street, La Solita Road, Kelly Village

Cell: (868) 369-0798

E-mail: qkhidija@yahoo.com

Objective: To excel in any given position with in your establishment where my services, experience, technical knowledge and communication skills will be an asset.

Education

Cedros Composite School—2002—2005

Cipriani College of Labour and Cooperative Studies—2007—Present

Qualifications: CXC O' Levels

SUBJECT

⇒ English, Mathematics, Spanish, Agricultural Science, Human and Social Biology

⇒ Human Resource Management—Certificate

⇒ Human Resource Management—Diploma

Skill

⇒ Computer Literacy

⇒ Hands on experience on Microsoft Office, Word and Excel

Work History

March 2014—August 2014

Tang Hap's Supermarket

Cap-de-ville Main Road Point Fortin

Cashier/Lane Replenisher

⇒ Interact with customers on a daily basis

⇒ Replenish shelves when needed with new stocks

January 2012—August 2012

Auto Assist Ltd/800-4tow Limited

La Romaine San-Fernando

Telephone Operator

⇒ Answering telephone

⇒ Interpreting procedures and assisting callers

Khidiya Asha Quashie

March 2010—April 2011
Public Transport Service Corporation
King's Wharf San-Fernando
Customer Service Representative

- ⇒ Make announcements
- ⇒ Issue boarding passes
- ⇒ Assist and interact with customers/solve problems where necessary

October 2007—April 2008
Ministry of Works and Transport Licensing Office , Point Fortin.
Clerical Assistant—(On the Job Trainee)

- ⇒ Filed documents
- ⇒ Attend to the public
- ⇒ Operating of fax machines and photocopiers

May 2006—November 2006
Government Vocational Centre Volunteer Road, Point Fortin
Clerical Assistant—(On the Job Trainee)

- ⇒ Filed letters and documents
- ⇒ Maintained the operation of fax machines and photocopiers and sending for repairs and services.
- ⇒ Handling of all telephone calls, confidential tender documents
- ⇒ Records correspondence.
- ⇒ Prepares letters

Hobbies: Netball, Playing Sudoku, Reading

References

Mrs. Kristy Bascombe Mendoza
Teacher (545380)
Tel# (868)363-3653

Mr. Cyril Harry
Superintendent of Police
Homicide Bureau of Investigations
Tel# (868)708-0651