

Kamille Sookhoo

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1 (868) 373-4705

Skills

- Coordinating appointments, taking messages, greeting customers/clients and seating them.
- Answering the telephone and taking messages, answering questions directed by callers.
- Maintaining order within the filing system.
- Maintaining a pleasant and helpful disposition, ensuring customers/clients are comfortable.
- To perform data entry responsibilities as well as handling sensitive company information
- Liaising with suppliers to ensure we have all items necessary for a productive day; stationery, office supplies etc.
- Proficient in using multiple computer programs.
- Duties of an administrative assistant, inclusive of planning projects, executing these projects and ensuring projects are completed in a timely manner.

Experience

OCTOBER 2016 - PRESENT

Air Technology Limited – *Administrative Assistant*

- Collecting, sorting and distributing mail, packages and faxes.
- Preparation of all correspondence and quotations.
- Efficiently manages the Stationery inventory.
- Custodian of Office keys, ensuring handover of keys is logged and approved.
- Answers telephone calls and directs calls as necessary, respond to customer inquiries.
- Meeting and greeting clients, seating and ensuring they are comfortable.
- Signs for and distributes UPS/FedEx packages as well as sending packages via UPS/FedEx.
- Contacting and liaising with clients to discuss products and services which are relevant to the client.
- Initiating Tele-sales phone calls to generate client / company meetings, to increase sales.
- Preparing company delivery notes and job tickets.
- Consistently and efficiently providing excellent customer service as well as building and maintaining working relationships with clients.
- Generating, preparing and sending out of invoices.
- Facilitating the stock monitoring and inventory of products within warehouse facility, maintaining proper stock records.
- Scheduling and coordinating quarterly service for clients.
- Preparing cheques, cheque payment vouchers, petty cash vouchers.
- Monitoring and managing the company petty cash.
- Completing data entry, as necessary.
- Adhering to all company policies and procedures inclusive of; health, safety, security, quality and environmental policies.

- Maintaining confidentiality of client and company information.
- Preparing, coordinating and managing all relevant details for trips taken by the Managing Director, inclusive of; booking tickets, hotels, scheduling meetings, scheduling dinners etc.
- Managing the filing system, ensuring all documents are properly stored and system is maintained.
- Compiling the company expenses files.

JANUARY 2015 - OCTOBER 2016

Ez In Ez Out – *Cashier/ Store Clerk*

- Liaising with suppliers to ensure that stock is replenished, as necessary, in a timely manner.
- Interacting with customers while providing exemplary customer service, inclusive of; greeting and acknowledging every customer, ensuring all customer requests or complaints reach management as well as other aspects of customer service.
- Maintaining an awareness of product information such as; cost, use, expiry dates etc.
- Assist in floor activity such as; replenishing merchandise, receiving and monitoring stock, maintaining a proper display of goods or products and store housekeeping.
- Adhering to all company policies and procedures include of; signing, pricing and loss prevention.
- Accurately and efficiently completing all sales transactions and maintaining proper cash accountabilities
- Handling cash and credit card transactions as well as processing returns and exchanges of goods.

JUNE - DECEMBER 2014

Harrilal Sookhoo Construction – *Executive Assistant*

- Managing the day to day operations of the office, inclusive of conducting inventory and ensuring all equipment is fully functional.
- Organizing and maintaining files and records, using the proper record management system as well as performing data entry duties, as needed.
- Planning and scheduling meetings and appointments, ensuring that the Managing Director is fully prepared for all meetings.
- Managing projects and conducting research as needed.
- Preparing and editing correspondence, reports and presentations.
- Providing quality customer service inclusive of; liaising with clients to ensure proper understanding of their requests as well as additional requests, contacting clients on behalf of the Managing Director.
- Preparation of payroll and distribution of salaries.
- Screening of phone calls, enquiries and requests, and handling them when appropriate.
- Corresponding on behalf of the Managing Director.

- Deputizing for the Managing Director, as well as making minor decisions in the Manager's absence.

JUNE 2013 - APRIL 2014

JA and A Human Solutions Limited – *Administrative Assistant*

- Structuring the recruitment consultant/interviewer's day by coordinating their appointments, taking messages, greeting applicants and seating them.
- Answering the telephone and taking messages, responding to questions or inquiries made by applicants.
- Maintaining order within the filing system selected for the company; filing as often as possible, maintaining the use of alphabetical order, as applicable.
- Completing reference checks and summaries within the time determined by your supervisor or the recruitment consultant.
- Maintaining an updated list of current jobs, in order to monitor what needs to be completed and the deadline for completion.
- Greeting clients and applicants with a pleasant and helpful disposition, ensuring they are comfortable.
- To perform data entry responsibilities as well as handling sensitive company information.
- Handling business travel arrangements.
- Displaying proficiency in using multiple computer programs and literature.
- Duties of an administrative assistance inclusive of planning, executing and monitoring projects.
- Informing applicants when they are not selected for a respective position.

FEBRUARY - JUNE 2013

Sight Optical Limited – *Customer Service Representative*

- Discuss the client's eyewear needs.
- Choose the appropriate frame to satisfy the client's comfort, appearance and prescription requirements.
- Discuss and recommend types of lenses and lens enhancements.
- Ensure that lenses conform to the prescription of the ophthalmologist or optometrist.
- Ensure that eyewear fits correctly and comfortably.
- Carry out minor repairs to damaged frames.

Education

SEPTEMBER 2013 - PRESENT

College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)
– *BSc Psychology*

2007 - 2012

Bishop Anstey High School East

- English A - 1
- English B - 2
- Mathematics - 3
- Economics - 3
- Electronics - 2
- Office Administration - 2
- Technical Drawing - 2

Certificates

- Preparing and Submitting a Winning Bid - 2017

References

Available upon request.