

RESUMÉ

JAIMEICA PAKEERAH

ADDRESS

Mundo Nuevo Road, Talparo.

TELEPHONE CONTACT:

643-2491/376-7398/759-4209

DATE OF BIRTH

January 8, 1980

NATIONALITY

Trinidadian

OBJECTIVE

To obtain a position within a progressive, growth-oriented organization where my experience and knowledge can be fully utilized and expanded.

EDUCATIONAL BACKGROUND

SCHOOL ATTENDED

Arima Presbyterian
Ambi's Career Institute
Eastern Community College

DATES

1985-1993
1993-1996
1999-2000

CURRENTLY ATTENDING

College of Professional Studies Ltd.

QUALIFICATIONS

SUBJECTS/EXAMINATION

PRIMARY SCHOOL LEAVING CERTIFICATE
English Language
English Composition & Comprehension
Arithmetic
General Paper

GRADES/LEVEL

Credit
Credit
Pass
Credit

Typewriting

Elementary

Advance

Computer

Information Technology
Word Processing
Microsoft Office Excel

Montessori Teacher Training

Theory A
Practical A

Medical Office Assistant

Certificate

Administrative Assistant

Certificate

ADDITIONAL TRAINING

Employer: Arima Borough Council/National Training Board.
Position Held: Clerical Typist
Date: 1996-1997

Responsibilities

- To Prepare all letters for town clerk
- To prepare food badges
- To operate switchboard machine
- To type all memos

WORKING EXPERIENCE

Employer: Budget Foods Industries
Position Held: Data Entry Clerk
Duration: 6 Months-1998

Responsibilities

- To update all prices of products
- To prepare inventory/cashier

Employer: Electrical Industries Limited
Position Held: Clerical Typist
Duration: 8 Months-1999
Responsibilities

- To update production work
- To prepare all typing documents

Employer: National Cannery Limited
Position Held: Sales Office Clerk
Duration: 1 Month-2008
Responsibilities

- Prepare file creations for new customers
- Providing service to both telephone and walk in customers by answering queries, preparing manual invoices to items ordered, collecting payment and issuing receipts for products.
- Keeping sales department apprised of as well as out of stock items by checking stock sheets and updating information.

Employer: Motor One Insurance Company Limited
Position Held: Clerk
Duration: 3 Months-November 2009
Responsibilities

- Provide Customer Service.
- Prepare Spreadsheet for Head Office.
- Distribute correspondence or mail
- Use computer to enter, access or retrieve data.
- Apply Insurance rating system.
- Compiles records of Insurance Policies.
- Files records
- Fills in data on renewal policy applications.
- Type letters or correspondence.
- Clerical duties.

HOBBIES/SPECIAL INTERESTS

Meeting People

Sporting Activities

Cooking

Decorating

REFERENCES

Name:	Anthony Hosein
Address:	Arima Presbyterian School.
Occupation:	Teacher 1 Primary
Telephone:	643-0760

Name:	Maureen.H.De Graff
Address:	#75 Tumpuna Road, Arima.
Occupation:	Principal/Administrator
Telephone:	643-1604

TRINIDAD AND TOBAGO



MINISTRY OF EDUCATION

Primary School Leaving Certificate

This is to Certify that

.....
JAIMEICA JAMES

a student of.....
ARIMA PRESBYTERIAN

passed the Primary School Leaving Certificate Examination in

19⁹³.....

and reached the Standards shown in the following subjects:

ENGLISH LANGUAGE

.....
CREDIT

ENGLISH COMPOSITION AND COMPREHENSION

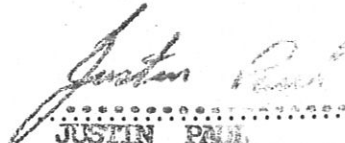
.....
CREDIT

ARITHMETIC


.....
PASS

GENERAL PAPER

.....
CREDIT


.....
JUSTIN PAUL

Permanent Secretary,
Ministry of Education


.....

Chief Education Officer,
Ministry of Education

Typewriting

This is to certify that:

Jaimeica James

has been examined by Pitman Examinations Institute in the above subject and has achieved the following standard:

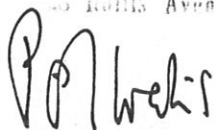
Elementary

A pass in this examination connotes a minimum copying speed of 25 words a minute.

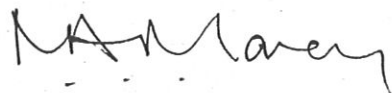
25 March 1996

148014/9727/308/338442

PITMAN'S CAREER INSTITUTE
15 ROLLS AVENUE, ARLING



Chairman
The City and Guilds of London Institute



Director-General
The City and Guilds of London Institute

INSTITUTE OF COMMERCIAL MANAGEMENT



INFORMATION TECHNOLOGY DIPLOMA (UNIT 105) WORD PROCESSING

This is to Certify that

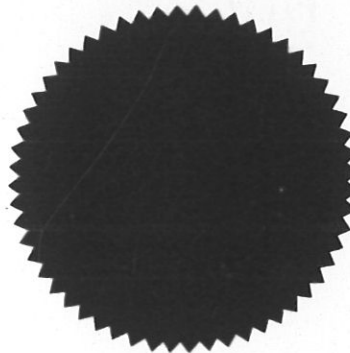
JAIMEICA JAMES

has satisfied the requirements of the Institute's examiners by having successfully completed an examination in the above subject.

Academic Registrar

A stylized, handwritten signature in black ink, appearing to read 'A. Smith'.

Director of Education



Reference Number: Z00017644

AMM'S CAREER INSTITUTE
28 Holly Avenue, Aylesbury

Dated the 30th day of August 1996
Issued in Bournemouth, England

This certificate is issued by the Institute of Commercial Management UK.

Eastern Community College

THIS IS TO CERTIFY THAT

Jaimeica James

*has successfully completed the College's
Programs of Training and passed the
Final Certificate Examinations listed below ~*

~ in testimony whereof we have awarded this

CERTIFICATE

Montessori Teacher Training

<i>Program Title</i>	<i>Grades Achieved</i>
Theory	A
Practical	A

This 21st day of November 2000

Principal *[Signature]*

Program
Co-ordinator *[Signature]*





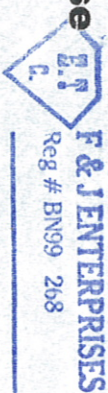
ENTERPRISE TRAINING COLLEGE

ADMINISTRATIVE ASSISTANT

Certificate of Proficiency

JAIMERICA PAKEERAH

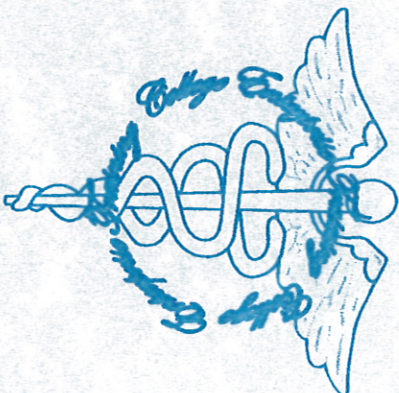
Has Successfully Completed **Federal** Administrative Assistant Course



F & J ENTERPRISES
Reg # BN09 268

Ms. Jessica James
Managing Director

Lecturer



Date: **July 16 2008**
F & J ENTERPRISES
Reg # BN09 268

ADMINISTRATIVE ASSISTANT SYLLABUS

GRADE: DISTINCTION

Public Speaking

Business Correspondence

Telephone Techniques

Voice Communication

Records Management

Office Finance

Computer Literacy

Typing

**Mathematics
English**