

Aisha Andrews

CONTACT	San Louis Road Petty Trace Sangre Grande	E-mail: Kaiyajacobs2@gmail.com Phone: 1-(868)-753-1079
OBJECTIVE	I can work independently using my own initiative or as part of a team.	
EDUCATION	Office Administration M.I.C Institute of Technology	April 2015 — August 2015
	<ul style="list-style-type: none">• Performed general office duties and administrative tasks.• Prepared weekly confidential sales reports for presentation to management.• Managed the internal and external mail functions.	
WORK EXPERIENCE	S Chang Sales Clerk	December 2014 — March 2015
INTERESTS	Music, Reading, I.T	
REFERENCES	Marjorie Jacobs, Email: Jacobs.marjorie@yahoo.com Phone: -1-(868)-668-0885	
	Other references available upon request.	
COMPUTER SKILLS	Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional	