

SAVITA SOOKNARINE

Penal, Trinidad / 868-756-5863
savitasooknarine@gmail.com

OBJECTIVE Seeking full-time position in Massy Stores pharmacy as Technician or Assistant

WORK EXPERIENCE

2017 – PRESENT

PHARMACY TECHNICIAN, PARK VIEW DRUGS (PALMISTE)

- Duties include filling prescriptions, assisting customers and assisting with pharmacy operations

2017 – PRESENT

PROMOTOER, 360° MARKETING AND CONSULTANCY LTD (ARANGUEZ)

- Part-time ambassador for pharmaceutical products. Interacts with, educates and promotes products to increase sales and foster positive customer attitudes.

2016

ASSISTANT INVIGILATOR, UNIVERSITY OF THE WEST INDIES (ST AUGUSTINE)

- Distributed, collected and organized exam papers. Supervised candidates during written exams following the university's exam protocols.

2015

CLERICAL ASSISTANT, MINISTRY OF EDUCATION (ST CLAIR)

2014 – 2015

SECRETARIAL RELIEF OFFICER, MINISTRY OF NATIONAL SECURITY (POS)

- Provided clerical and secretarial services in the office of the Assistant Commissioner of Police, Community Relations at Riverside Plaza

2014

CLERICAL ASSISTANT/INTERN, PENAL-DEBE REGIONAL CORPORATION (DEBE)

SKILLS

- Data Management & Analysis
- Research
- Teamwork
- Relational Databases
- Report Writing
- Critical Thinking
- Geographic Information Systems
- Electronic Document Preparation
- Microsoft Office Suite
- Office Administration
- Customer Service
- Marketing/Sales
- 7 years Driving Experience with certificate in defensive driving

EDUCATION

BSC GEOGRAPHY, UNIVERSITY OF THE WEST INDIES (ST AUGUSTINE)

MINOR IN PSYCHOLOGY

- Co-Curricular courses: Microsoft Word, Excel & PowerPoint, Public Speaking and Voice Training, Workplace Protocol
- Participated in 5-day student leadership workshop hosted by the UK NGO 'Common Purpose'

CSEC AND CAPE DIPLOMA, NAPARIMA GIRLS' HIGH SCHOOL (SAN FERNANDO)

- Geography, Biology, Chemistry, Caribbean Studies, Communication Studies, French, Spanish, Information Technology, English A, English B, Mathematics

INTERESTS

Reading, Health, Fitness, Nature, Hiking, Science, Volunteering, Animals