

# KERIAN JACOB

13 Springvale, Claxton Bay

PHONE: 393-8461 753-0550 EMAIL: kerianjacob@gmail.com

Age: 26 years (7/8/90)

## OBJECTIVE

Customer Service Representative

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## EDUCATION

Couva Junior Secondary School

2002-2005

St. Patrick's Catholic Secondary School (Abroad)

2005-2008

Modern Business School – San Fernando

2010-2011

## WORK EXPERIENCE

NPMC SERVICE STATION

RUSHWORTH STREET, SAN FERNANDO

POSITION- CASHIER

2016

## RESPONSIBILITIES:

- Assisting customers with queries
- Comply with with safety rules and regulations
- Cash and bag customer items
- Keep work area tidy
- Assist shift supervisor if needed

## MARKETING AND DISTRIBUTION LTD

MACOYA

POSITION- IN STORE MERCHANDISER

*2013-2014*

## RESPONSIBILITIES:

- Keeping track of inventory
- Replenishing shelves
- Construction and deconstruction of displays
- Removing damaged or expired goods
- Ensure items are priced correctly
- Assisting customers and addressing customer complaints

## F.J (AUTO) SALES AND SERVICES

CLAXTON BAY

POSITION- ACCOUNTS CLERK

*2012-2013*

## RESPONSIBILITIES:

- Maintaining accounting records by making copies; filing documents.

- Maintaining accounting databases by entering data into the computer; processing backups.
- Preparing payments for signature
- Invoicing
- Managing accounts receivable and customer account collections
- Payroll
- Alternate for Receptionist
- Preparing Quotations

## NPM C SERVICE STATION

CROSS CROSSING, SAN FERNANDO

POSITION- SUPERVISOR

*2010-2012*

### RESPONSIBILITIES:

- Resolve worker problems or collaborate with employees to assist in problem resolution
- Enforce safety rules and regulations
- Explain and demonstrate work tasks to new workers or assign training tasks to experienced workers
- Receiving of stock items if Manager is not present
- Balancing of books at the end of a shift

## ADDITIONAL EXPERIENCE

OCC – CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCE

Microsoft Word, Excel, Powerpoint, Icm

Graphic Design

*2009*

## ADMINISTRATIVE CAREER TRAINING INSTITUTE & RECRUITMENT AGENCY -2015

Computerized Typing 100wpm

Administrative Assistant-Grade A

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### References:

Nickiea Benjamin

Seepersad's Auto Services Ltd

Secretary

Claxton Bay (SMR)

868-346-6286

Lisa Kin-Hoy

FJ(Auto) Sales and Services Ltd

Accounts Clerk

Claxton Bay

868-378-2685