

## PERSONAL PROFILE

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I consider myself a competent and organised individual who is able to work as part of a team and manage several priorities at any one time. I have a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. I consider myself to possess superb communications skills, and always treat people with respect and according to their individual needs. As a dedicated professional I fully understand the importance of the HR department to any organisation, and therefore aim to make any office I work in as effective and efficient as possible. I fully understand the pressures of achieving targets and accurately assessing job applicants according to their ability. Right now I am interested in working with a friendly and exciting company that is looking for a HR Assistant who can reflect their values of excellence & quality.

## OBJECTIVE

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To secure a position within your organization that will lead to a long lasting working relationship in the field of Human Resources / Business Management. It is with great interest and enthusiasm that I am forwarding this application to be considered for a position that of which best suits my qualifications. I'm currently pursuing ABE Level 5 Human Resource Management; I would welcome the opportunity to contribute positively to your organization. Thank you for taking the time to review my resume.

## WORK EXPERIENCE

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November 2014- January 2016

Accounts Assistant/ Payable

### Main Duties

- ☐ Monthly Invoicing
- ☐ Entering of Invoices for Payment
- ☐ Issuance of Cheques
- ☐ Interactions with Suppliers
- ☐ Preparation of Payments
- ☐ Administrative Functions of the Accounts Department
- ☐ Assisting the Accountant with Cost Analysis
- ☐ Liaising with External Clients
- ☐ Assist with Payroll

### *Areas of Expertise:*

- ☐ PEOPLE PLANNING AND RESOURCING
- ☐ EMPLOYMENT RELATIONS
- ☐ COMMUNICATIONS
- ☐ ADMINISTRATION
- ☐ RECORD KEEPING

# NICQUISHA KALLOO

#106 UNION ROAD  
MARABELLA.  
nkalloo84@gmail.com  
CONTACT :317-7264  
746-4238

## **Scaffolding Manufacturers (Trinidad) Limited (SMTL)**

(September 2013- November 2014)

Sales and Marketing

### Main Duties:

- Invoicing
- Inventory of all Stock
- Stock Movement In and Out of Compound
- Communicate with Customers on a Daily Basis
- Create Contracts and Invoices
- Prepare Monthly Stock Reports
- Telephone Operating
- Assist with Tenders and Pre- Qualifications of Contracts
- Prepare Company Profile
- Update Price Lists

## **Flowerline Limited**

(January 2013-September 2013)

Customer Service Representative

## **Personalized Bodyguards & Security Consultants Services Ltd**

(June 2012-January 2013)

Administrative Assistant

### Main Duties:

- Reviewing Applications
- Selection and Recruitment
- Disciplinary of Staff
- Time Sheet Processing
- Assist with Payroll
- Payment to Suppliers
- Record Uniform
- Track Payments for Uniforms
- Issue Warnings to Employees
- Employee Records

## **DANSTEEL LIMITED**

June 2003-May 2005

Office Assistant

# NICQUISHA KALLOO

## Main Duties:

- Faxing
- Filing
- Telephone Operating
- Administrative Duties

## EDUCATION AND QUALIFICATIONS

### School of Higher Education

July 2013- Present

Association of Business Executive Professional Diploma

Level 4 Business Management

Level 5 Human Resource Management

### School of Continuing Studies

2004/2007 Electrical Installation

Introduction To Occupational Health & Safety

### Add Tech Limited

2002

Basic Computer Operations

### Marabella Senior Comprehensive

September 1998 - 2000 CXC O' Level Exam-

Obtained Passes in the following:

English A

Grade 3

Mathematics

Grade 3 Social Studies

Grade 3

## OTHER SKILLS AND TRAINING

### On The Job Training, (MuST Programme) 2007

- Installation Of New Connection
- Reconnection
- Disconnection

### On The Job Training, (MuST Programme) 2005-2006

- Installation Of EMT Pipes
- Making Up Of Circuits
- Meter Circuit – Meter Base Installation
- Preparation And Installation Of Electrical Wiring Support And System

Infrastructure P.L.E.A. Ten (10) Hour Safety Course.

### Competent in:

- Micro-Soft Excel,
- Word and Outlook

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# NICQUISHA KALLOO

- Excellent communication skills,
- Excellent organizational skills
- Peachtree

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## HOBBIES/ACTIVITIES/INTERESTS

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- Hiking
- Reading
- Volunteering
- Working on projects of Interest

## REFERENCES

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Mr. DeVan Sookraj  
Marketing Manager (SMTL)  
376-1603

Mr. Phillip Archie  
Director (SMTL)  
376-1600

Ms. Avril Ramseran  
Accounts Supervisor  
469-6724