

ALISHA ALLY

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Valencia

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OBJECTIVE:

To obtain a job that will allow me to use my knowledge, abilities and experience to contribute to the organization's long term goals.

EDUCATION:

NOV 2005: GCE A' Levels – Daniel's Educational Institute

- Accounting A

JUNE 2003: CXC – Sangre Grande Educational Institute

- Principles of Accounts 1
- Principles of Business 1
- Social Studies 1
- Office Procedures 2
- Human and Social Biology B
- English A 3
- Mathematics 3

WORK EXPERIENCE:

Former Office of the Member of Parliament for Toco/Sangre Grande

Position: Office Clerk

Period: August 2012 – September, 2015

Core Duties:

- Data entry and retrieval.
- Establish and maintain data bank for Constituency.
- Sort, prioritizes and records all incoming and outgoing correspondence.
- Handles queries from Constituents.
- Typing referral letters for Constituents to different Government Ministries/Agencies.
- Assist Constituents in filling out the appropriate forms to submit to relevant Government Ministry/Agency.
- Doing follow-up request for Constituents.
- File all incoming and outgoing mail and/or any other correspondence received by the office.
- Receives telephone calls, facsimile, and e-mail and deliver same to the attention of the relevant authority.
- Conducts all relevant duties as directed by the Office Manager.

On The Job Trainee - Office Assistant

Placement: Former Office of the Member of Parliament for Toco/Sangre Grande

Period: March 2011- July-2012

Core Duties:

- Typing and data processing of documents.
- Receives and record all incoming mails in the office requesting note book
- List and maintain a record of all visitors to the above office
- Maintains an attendance registry for all staff of the above office
- Assist all visitors with queries or by referring them to the appropriate member of staff.
- Schedules appointments for the Office Manager
- Assist other Members of Staff
- Copy and scan various documents
- Conducts all relevant duties as directed by the Office Manager

SKILLS:

- Computer Literate
- Good interpersonal skills and public relations
- Working Knowledge of Microsoft Office Suite
- Operates a variety of standard office equipment

REFERENCES:

Mrs. Krishanna Badaloo
Eastern Main Road, Sangre Grande
Telephone: 702-9187/687-3797
Email: krishannabadaloo@yahoo.com

Ms. Catherine Ammon
OJT Skills Training Officer
OJT Sangre Grande Sub-regional Office
Telephone: 668-6586

Mr. Rodney Edwards
Teacher and Principal
Sangre Grande Educational Institute
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