

# Kurnisha Beckles

Bld 3 Apt2-3 Plaisance Terrace, East Dry River Port-of-Spain.  
1(868)292-2170 | bkurnisha@yahoo.com

## PROFILE

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- Cumulative undergraduate GPA of 3.48
- Certificate of Merit - Internal Spelling Bee, Eastern Girls' Government Primary School [2000]
- Certificate of Merit - Providence Girls Catholic School [2005-2009]
- Leadership roles at South East Seventh-day Adventist Church:
  - Secretary (2009-2015)
  - Assistant Church Clerk (2011-2015)
  - Education Director (2011-2016)
  - Inreach Leader (2011-2016)
  - Children's Ministry Ass. Coordinator (2011-2015)

## EDUCATION

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### University of the Southern Caribbean

Maracas, St. Joseph, Trinidad & Tobago

*Bachelor of Business Administration in Human Resource Management*

2015

### Caribbean Advanced Proficiency Examination

Providence Girls Catholic School

	Unit I	Unit II	
Management of Business	III	IV	2009-2011
Accounting	III	IV	
Caribbean Studies	III		
Communication Studies	II		

### Caribbean Examinations Council

Providence Girls Catholic School

Mathematics (Grade III)	2004-2009
English (Grade II)	
Principles of Business (Grade II)	
Food and Nutrition (Grade II)	
Biology (Grade III)	
Principles of Accounts (Grade II)	
Geography (Grade III)	

## EXPERIENCE

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### **Ministry of Agriculture**

#### **Checker**

Farm Rd St Joseph,  
Trinidad & Tobago

*Incentives Department*

2014-2016

- ✓ Writing into the financial books money to be spent by the ministry which is then sent for approval by the accountant assistant before the writing of cheques.
- Computing of the above and preparation of monthly statements.

### **Ministry of Health**

Port-of-Spain,

*On the Job Trainee* (Surgical Department)

Trinidad & Tobago

- ✓ Patient Registration
  - ✓ Daily Tally
  - ✓ Monthly Reports
  - ✓ Pulling and Filing of Patient Files
  - ✓ Data Entry
- 2012-2014

## SKILLS

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- ✓ Customer Service
- ✓ Strong Computer literacy
- ✓ Proficient in Computer Software and Hardware
- ✓ Proficient in Microsoft Suite; Excel, Word, Power Point, Publisher etc.

## REFERENCES

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Sherri-Lyn Legall, MBA- Chairperson, Dept. of Marketing & Management, University of the Southern Caribbean Phone Number: 1(868)376-7935

Cynthia Ward, M.A.T. – Assistant Professor, School of Business, University of the Southern Caribbean. Phone Number: 1(868) 662-2241 ext2914, 2902 /1(868) 795-6683