

## Objective

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people while enhancing personal growth.

## Education

**An Associate Degree in Management and Accounts** ( Presently)

- **Costaatt**

Fundamental of Accounts

Micro-Economics

- **CXC O Levels**

- Principle of Business-3
- Social Studies-3
- Principle of Accounts-3

## Experience

**Accounts Clerk (2012 -2016)**

**Accounts Unit**

Mercadoria Worldwide Limited (Mariner's Haven Compound)

Calculating Monthly Bills (NIS, etc)

Preparing Vouchers

Filing of Documents

Queries from Customers

**Presser (2008-2012)**

Professional Dry Cleaner (#15 Saddle Road, Maraval)

**Clerk (O.J.T.) (2007-2008)**

Ministry of Legal Affairs (Park Street, Port of Spain)

Filing information

Entering data on the system

Mailing

## Interests

- Learning new things, meeting people and traveling.

#### References

- Rosetta Bedeau
- Administrative Officer
- Telephone Workers Credit Union
- 765-7952 (C)
- Victor Gill
- Minister of Religion
- 292-0972 (C)



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