

Khadija Clifton

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754-2995 / 628-2636

OBJECTIVE

To always strive for excellence in all my endeavours, and to always make a positive impact wherever I go.

WORK EXPERIENCE

❖ Dundonald Holdings Limited

Data Entry Clerk

October 06th 2011 –September 23rd 2014

Duties: 1: Promoted to data entry typist (Security Database)

2: Processing cheque book orders, proofing accounts for errors, preparing invoices & dispatching drivers for delivery, filing.

❖ Ministry of Local Government

Inventory Clerk

April 15th – December 11th 2008

Duties: Inventory and Stock Taking

❖ Jubilee Auto

Administrative Assistant

December 04th 2006- July 07th 2007

Duties: Filling, Accounts Receivables, Billing & Invoicing, Receiving Calls & Incoming Mail, Typing of Correspondences, Sending Facsimiles, Data Entry, Interacting with Clients, Updating the Company's financial records (Petty Cash, Inventory and Stock Taking)

❖ Clarks Shoe Shop

Customer Service Representative

August 2005- December 2006

Duties: Attending to customers, Billing, Cashing

❖ Copy Smart Stationery Shop

Customer Service Representative

July 2003- July 2004

Duties: Attending to customers, Faxing, Binding Photocopying.

EDUCATION

Corpus Christi Collage

2002-2004

Belmont Junior Secondary

1999-2002

St. Agnes Anglican School

1992-1999

QUALIFICATIONS

C.X.C

English Language

Mathematics

Principles of Business

Typewriting

❖ CERTIFICATE COURSES

Delta Soft Computer Training

2013

Corel Draw

Pass

Development Institute (Presently Forde Collage)

2005

Computer Literacy

A+

Peachtree Accounting

A+

Business Management

B

Administrative Management

B-

National Energy Skills Centre and the Ministry of Education

2001

Computer Literacy

❖ OTHER ACHIEVEMENTS

Guardian Holdings Limited

2005

First Steps Internship Training Seminar

Corpus Christi Collage

2004 & 2005

First Class Honours Awarded For Typing

REFERENCES

Mr. Krishtuff Mc Allister

Cheque mate Supervisor (Dundonald Holdings Limited)

307-7924

Ms. Kelezand Rennie

Supervisor (Clarks Shoe Shop, Port of Spain)

324-6197

Ms. Liisa Ajodha

Former Owner (Copy Smart Bookwork & Stationery Shop)

318-5586