## DANIESHA KATWAROO

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## **OBJECTIVE**

Pursuing an opportunity to gain experience in the work environment, to further increase my level of responsibility and to become more goal orientated. Also, to enhance my problem solving skills and to achieve professional development in the workplace as well as make a successful contribution to this organization.

#### **EDUCATION**

BSc Management Studies

UWI, St. Augustine

October 2016

**Upper Second Class Honours** 

Special focus on the following areas:

#### Human Resources (HR):

- > Organisational Behaviour
- Organisational Development
- ➤ Human Resource Management
- ➤ Compensation Management
- ➤ Human Resource Development
- Main projects are 'An analysis of the HR policies, practices and systems of Trinidad Generation Unlimited (TGU)', 'An investigative report of the Organizational Development Practices of TGU' and 'A research project conducted on Walmart and all there is to know about compensation in that specific organization'.

## Marketing:

- Principles of Marketing
- Marketing Management
- ➤ Marketing Research
- ➤ Marketing Communications

Main projects are 'An assessment of the Marketing Department at Chief Brand Products and its market-driven perspective' and 'An integrated marketing communications report examining the company of A.S. Bryden & Sons Limited's (Trinidad) Food & Grocery division narrowed down to the product of Kraft's Macaroni and Cheese'.

## **Operations Management:**

- > Production and Operations Management
- Quality Management
- Quantitative Methods
- Main project is 'The evaluation of the quality of the Blackberry Curve 8520 as well as recommendations on how to improve the quality'.

#### PROFESSIONAL/ WORK EXPERIENCE

Administrative Assistant Karik Marketing Company Limited, Chaguanas February-April 2017

- ➤ Formulated work orders as well as general summary reports of in-progress jobs through the use of NewWaySERVICE which is a work order software
- Assisted with preparing quotations as well as equipment logistics forms
- Maintained Sales spreadsheet and updated a project report spreadsheet
- ➤ Communicated with customers for payments and for job requests
- ➤ Utilized Peachtree accounting software in order to enter and print invoices
- Assist, report and record check-in times on job sites for Karik's technicians
- ➤ Clerical duties such as filing, photocopying and scanning of documents
- Completing NIS Termination Certificate Forms

#### Accounting Assistant

Digi-Data Systems Limited, POS

August-October 2016

- Entered payments into the First Books of Accounts re: Cash, Purchase & Sales
- Constructed bank reconciliations of the RBTT and FCB Accounts in respect of all four (4) accounts
- ➤ Maintained customer files
- Prepared cheques for payments
- ➤ Assisted with Accounts receivables

Formulated Sales analysis' reports

#### Clerical Assistant

Karik Systems, Chaguanas

June-August 2014

- Provided my assistance to customers over the telephone
- > Filed and copied documents
- Assisted with accounting tasks by the use of Peachtree software

## Volunteer at Children's Christmas Party Prime Minister's Residence, POS November 2012

- ➤ Gift-wrapped presents for the children
- Displayed caring interaction and respect with children while providing quality supervision
- > Responded to children's needs and took the needed time to interact with the children individually

# Volunteer in Parent Assistance Program Charis Works, Tacarigua January-March 2012

- Conducted individualized tutorial sessions for students in need of academic assistance with Mathematics
- Designed and implemented activities and exercises in order to facilitate the improvement of the students
- ➤ Provided necessary help in reading and general home-work to the students

AWARDS/ ACHIEVEMENTS		
CAPE Diploma in Business Studies	LGHC, St. Augustine	August 2013
CSEC Certificate in Business Studies	LGHC, St. Augustine	June 2011
1st Place in Science Fair (Food Technology)	LGHC, St. Augustine	2011

## **SKILLS**

- ➤ Proficient in Microsoft Office Suite (Excel, PowerPoint, Word)
- > Creating a video/ screencast
- Developing a business model canvas
- > Time Management

- ➤ Working in teams
- ➤ Possesses experience with Microsoft Dynamics GP and Peachtree accounting software

# **ACTIVITIES AND INTERESTS**

- Reading
- ➤ Hiking in groups
- > Listening to music
- ➤ Going to the movies
- > Designing and painting of nail art

# REFERENCES

Available upon request:

> Allan Ramai - 760 3083

Retired Inspector

> Jennifer Creese - 762 2516

Manager Budget and Control at National Insurance Board

> Dharam Ramchun - 757 7127

Police Inspector