

# Akil Bernard

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#8 River Estate Circular, Diego Martin | 346-5257 / 695-6395 | akilbernard@gmail.com

## Summary

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Service oriented and well in communication and time management skills. Good at general computing and office work as well as personnel skills. Willing to try and learn anything that may be required to employment and benefit your business.

## Skills

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- Customer service – Ensuring customer satisfaction
- Problem solving in customer service
- Experience in Point of Sale Transactions
- Computer Literate
- Worked and taught others with learning disabilities

## Employment History

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*Forecourt Attendant*

*Richmond Service Center – Richmond Street POS*

*Sept 2015 - Present*

- Customer Service
- Shift Balancing
- Point of Sale
- Cleaning and Maintenance of machines and compound
- Experience with cash handling, credit cards and LINX transactions

## Education

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*College of Science, Technology & Applied Arts of Trinidad and Tobago*

*Sept 2012*

- *Associate of Applied Science Degree:*
- *Information Technology (Perusing)*

*The Associated Board of the Royal Schools of Music*

*June 2010*

- *Certificate in Grade 4 Music Theory*

*Caribbean Examinations Council*

*June 2009*

*Diego Martin Central Secondary*

- *Principles of Business I*
  - *English A II*
  - *Information Technology II*
  - *Mathematics II*
  - *Principles of Accounts II*
  - *Social Studies II*
  - *Chemistry II*
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- *Certificate in Business Studies*

### **Personal Information**

Date of Birth: 23 August 1992

### **References**

References and Academic details available upon request.