

# Avinash Maraj

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## Profile

To obtain a permanent position at your organization that will afford me the opportunity to continually grow as a successful member of a larger team both professionally and most actively.

## Experience

**OFFICE ADMINISTRATOR/SECRETARIAT, ISLAMIC DA'WAH MOVEMENT - 2015-PRESENT**

- Solely responsible for all workings of the office as required by the IDM's President.
- Actively maintaining all social media, email, letters, print media and press information for events and updates.
- Aided in training/educating students in Islamic Knowledge.

**WEB DESIGNER/PHOTOGRAPHER, MANRAM MANO GENERAL MAINTENANCE CO. LTD — 2012-2015**

- Assisted in web development and photography for web design.

**FLOOR ASSISTANT, BHAGAN'S DRUGS — 2012**

- Assisted in the distribution of prescription/non prescription medicines.

**OFFICE ASSISTANT/ADMIN, CARIB GLASSWORKS LIMITED — 2011-2012**

- Managed all office mail for prompt delivery throughout the office area.
- Assisted in minor accounting and clerical duties.
- Stipulated training in company's accounting system.

**LINE COOK/INTERNS, J MALONE'S — 2010**

- Participated in preparation of extensive range of culinary cuisine.
- Trained and managed every food service station within service area.
- Accompanied Head Chef in inventory control as part of training.

**DOUGH PREP/SPECIALIST, MARIO'S HEAD OFFICE — 2007-2008**

- Effectively prepared and packaged dough as seen fit by standardized recipe/supervisor.

## Education

SAN JUAN GOVERNMENT SECONDARY SCHOOL — 5 CXC PASSES, 2002-2007

- Mathematics (3)
- English (1)
- Principles of Business (3)
- Food & Nutrition (2)
- Information Technology (2)

SCHOOL OF BUSINESS AND COMPUTER SCIENCES SBCS — 2009-PRESENT

- Fundamentals of Computer Repairs - 2009-2010
- CompTIA A+ - 2010
- CompTIA Network+ - 2010
- Microsoft Certified I.T Professional (MCITP) - 2011-2012

TRINIDAD AND TOBAGO HOSPITALITY AND TOURISM INSTITUTE — 2009-2011

- Culinary Arts (Dip.)

## Extra Curricular Activities

- Private Catering for meetings at the Aranguez Islamia T.I.A Primary School.
- Voluntary Teacher at Aranguez Islamia T.I.A Primary School.
- Assisted in Food & Beverage Preparation for The Commonwealth Heads of Government Meeting (CHOGM) in 2009 at The Hyatt Regency Trinidad.
- Numerous catering events at the Trinidad Hilton as placement for Industry Training by the Trinidad and Tobago Hospitality and Tourism Institute (THTI).

## References

Jessica Jagroop - Accountant at CeeJay Enterprises Ltd.

Contact - 1-868-740-8143

Pamela Ramnarine - Teacher at El Socorro Government Primary School.

Contact -1-868-796-6012