



Ahfichia Kurtlyn Maynard

Address

#63 Dallo Road, Gasparillo
Phone: 18683814667 18682805744
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A determined individual who works well in a team and enjoys working in a customer-focused work environment. A fast learner, highly dependable, punctual, friendly and loyal.

Education

ASJA GIRLS' COLLEGE TUNAPUNA (2007-2012)

MATHEMATICS– GRADE 2

ENGLISH A– GRADE 1

ENGLISH B– GRADE 2

SPANISH– GRADE 2

HUMAN AND SOCIAL BIOLOGY– GRADE 1

HISTORY– GRADE 2

SOCIAL STUDIES– GRADE 2

Work Experience

Secretary - BARTLETT LAND CONSULTANCY AGENCY (2012-2014)

- Maintains professional customer interactions.
- Manages stocks and maintains the customer interaction area.
- Conducts monetary transactions with customers on a daily basis.
 - Answers telephone inquiries on products.
 - Set appointment dates



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Volunteer Work

- A BRIGHTER TRINIDAD AND TOBAGO FOUNDATION
 - BIG BROTHER, BIG SISTER MENTORING

Interests and Activities

- PHOTOGRAPHY CLUB
- YEARBOOK COMMITTEE
 - FOOTBALL
 - BEAUTY CULTURE
 - DRAMA CLUB
- SERGEANT—TRINIDAD AND TOBAGO CADET FORCE (2010-2014)

Hobbies

READING, DRAWING, PHOTOGRAPHY

Computer Skills

MICROSOFT (WORD, EXCEL, PUBLISHER, OUTLOOK, POWERPOINT)