



LATEIFA SIMEON

Building 15 Apt 4-3 North Maloney Gardens D'Abadie.

Tel: 8687064857

Email: lateifasimeon@gmail.com

OBJECTIVE

I am seeking employment with a company where I can use my talents and skills to grow and expand within the company.

EXPERIENCE

Trinidad and Tobago Air Guard (O.J.T)

Logistics Clerk (2010-2012)

- Data Entry
- Liaising with departments of national security and sensitive documents

Caribbean Airlines Duty free

Cashier (2015-2017)

- Cashing
- Documenting customers travel information within the systems of airport security.
- Keeping updated with all items within the shop.

EDUCATION

St. Augustin Secondary School

CXC General Proficiency

- English A
- Social Studies
- Integrated Science
- Mathematics (currently pursuing)
- P.O.B (currently pursuing)

AWARDS AND ACKNOWLEDGEMENTS

- Office Procedures (CCC Certified)
- Skills for the Automotive Office (NEC Certified) YTEPP
- General Management Diploma Certificate (currently pursuing) UWI Roytec

Skills

- Computer Literate
- Excellent time management
- Expertise in Microsoft Office Suite
- Great communication skills

References

Semrete Wint – Bank Teller

51-59 Tumpuna Road Arima.

Cell:359-0670

Work:667-0670

Thorne Fernandez – Business Owner

Mission Road San Juan

Cell: 678-4055