

DENISE NAGASSAR

No. 1 Pasea Street, St. Augustine I denisenagassar@hotmail.com I 868-797-4082
Female I 05th April, 1983

Senior Executive Administrator
Diana Candy Company Limited

July 2017- August 2017

- Primary responsibility in the Auditing department with additional support for the checks and balances of the daily sales team and inventory management
- Working knowledge of CounterPoint SQL.

PREVIOUS WORK EXPERIENCE

Telecommunications Services of Trinidad and Tobago

October 2009- March 2017

Service Support Administrator

- Customer Service Representative responsible for scheduling and repairs of customers of Blink Vigilance. Assisted with sales initiatives.
- Security administration in Security and Operational Risk department with the responsibility for high risk escorts.

Responsible for scheduling customers in the south district for Blink Vigilance

Scheduled repairs for all customers of the Blink Vigilance Service.

Sole responsibility for scheduling high risk escort services for all requesting departments in the company.

Liaise with contract security and Trinidad and Tobago Police Service for escorts and traffic control duties.

Verification of invoices and payments for all the services.

Security administrative duties.

Eastern Regional Health Authority

2005–2009

Clerk 1 (2007-2009)

Dental clerk at the Rio Claro Health Facility. Called and scheduled children attending primary school in the area for dental appointments.

Was responsible for the filing and recording system of the dental clinic.

Was assigned an OJT and intern and had the responsibility of supervising, training and assigning tasks.

Medical Records Clerk (2005-2006)

Responsibilities for registering all visiting patients. Ensured the medical records for all patients of the Mayaro District Health facility were kept updated.

EDUCATION

- Master of Science Management Studies with Specialization in Finance (September 2017-2018) – The University of the West Indies, St. Augustine Campus
- Bachelor of Science Management Studies (Special) Upper Second Class Honors- The University of the West Indies, St. Augustine Campus (2016)
- Certificate in Business Management (2013) – The University of the West Indies - Open Campus
- Project Management for Business Professionals (2013) – School of Business and Computer Science

SECONDARY SCHOOL EDUCATION – ST STEPHEN'S COLLEGE PRINCES TOWN (1994-2001)

Caribbean Examinations Council Certificate (CXC)

- Principles of Business – 1
- Social Studies – 1
- English A – 1
- Caribbean History – 2
- English B – 2
- Mathematics – 2
- Geography - 3

Advanced Levels (GCE)

- General Paper - C

TECHNOLOGICAL SKILLS

Microsoft® Office Specialist 2010 (MOS) – Bordercom International Ltd.

REFERENCES

Mr. Valentine McSween
Manager Investigations and Fraud
Telecommunications Services of Trinidad and Tobago
1st Floor 109 St Vincent Street
Port-Of- Spain
778 - 5721

Mr. Hazarie Ramdeen
Councillor – Rio Claro North
Mayaro Rio Claro Regional Corporation
High Street, Rio Claro
682-7376