

Resume

Name: David Jamal Prime

Personal Data

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Telephone: 1 (868) 799-3260 (Cellular)

Career Goals

To develop my skills by working in any department, with the view of promotion to a higher administrative positions as I gain more work experience.

Education

2010-2015 Debe Secondary School

Caribbean Secondary Education Certificate (CSEC)/O'Level

	Grades
Mathematics	I
English A	I
Principles of Business	I
Principles of Accounts	I
Office Administration	II
Information Technology	I
English B	III
Integrated Science	III

2015- School Of Business & Computer Science

Skills

- Computer literate
- Efficient in Microsoft Word and Excel
- Communication Skills
- Knowledge of computer hardware and software