

**RESHMA ALI**  
**Light Pole #56**  
**Hassarath Road Cunupia**  
**Telephone: 780-2145**  
**Email: resh.ali@hotmail.com**

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Date of Birth - 23<sup>rd</sup> September 1993

Career Objective - To further my education with the objective of applying my knowledge, skills and experience gained to my chosen profession.

### **EDUCATION**

CTS College of Business & Computer Science Ltd Present	Association of Business Executives Business Management (Diploma Level 5)
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Upper Level Educational Institute 08/2015-10/2015	Computer Literacy Certificate	Grade A+
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School of Business and Computer Science Ltd 09/2011-05/2012	Association of Business Executives Business Management (Diploma Level 4)
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#### **Certificate**

- Study Skills in English
- Effective Time Management
- Introduction to Event Management
- Delivering Customer Service Excellence

Upper Level Educational Institute 2010-2011	CXC 'O' Levels Subject	Grade
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|--------------------------|---|
| • English A              | 1 |
| • Principles of Business | 2 |
| • Social Studies         | 2 |
| • Mathematics            | 3 |
| • Information Technology | 3 |

A.S.J.A Girl's High, School Charlieville  
2004-2010

CXC 'O' Levels  
Subject

Grade

- |   |   |
|---|---|
| • Office Administration                             | 3 |
| • Electronic Document Preparation<br>and Management | 3 |

### **WORK EXPERIENCE**

Ministry of Finance  
Customs & Excise Division  
Temporary Clerical Assistant  
09/06/16-08/09/16

- Entered data re:documents pertaining to Transshipment, Bill of Sight, Exports etc.
- Recorded Advice Note for TT Post.
- Filed Cargo Manifest
- Received telephone calls and directed as necessary.
- Recorded entry of Trade & Non Trade documents for officers.
- Registered Permit to Remove Goods documents in register and filed.

Ministry of Land and Marine Resources  
Revenue Department/Land Management  
Business Operations Assistant 1  
20/07/15-30/11/15

- Updated ledgers re: receipts pertaining to State Lands.

Ministry of Land and Marine Resources  
Agricultural Land Administration Division  
Business Operations Assistant 1  
01/10/14-17/07/15

- Prepared timesheets for Daily Paid staff.
- Liaised with Title Clerks to complete Status Reports.
- Liaised with farmers and members of the public to facilitate preparation and completion of programmes of development, collection of relevant documents for the processing of leases/licenses for State Lands.

Ministry of Land and Marine Resources  
Accounts Division  
Summer Trainee  
06/2014-09/2014

-Prepared time sheets for Daily Paid staff.

Ministry of Food Production  
Accounts Division  
Business Operations Assistant 1  
19/08/13-28/02/14

- Attended to personnel from the Ministry, various divisions and other liaison.
- Received correspondence i.e. paysheets, travelling claims, bills etc. from various divisions.
- Dispatched T.D.4 slips and pay slips to personnel of the Ministry and other divisions.
- Prepared and filed schedule of accounts, committed pay sheets, vouchers etc. in vote books.
- Batched and separated monthly paid and daily paid cheques.

### **HOBBIES AND INTEREST**

Reading, nature activities

### **REFERENCES**

Mr. Shannon Nicholls  
Agricultural Officer I  
Land Management Division  
Commissioner of State Lands  
771-4154

Miss Shoba Bedasie  
Principal/Executive Director  
Upper Level Educational Institute  
672-8797