

RESUME`

Simone Skeete

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EDUCATION:

2003	Computer Literacy (NESC) National Energy Skills Center, Ministry of Education	
2002-2004	<i>Prestige Learning Center</i> (Secondary School)	
	CXC (CSEC) General Proficiency	Grade
	Mathematics	III
	English	III
	Principles of Business	II
	Office Procedures	II
	Social Studies	II

EMPLOYMENT HISTORY:

2005 – Present	<i>Upstream Publications Limited</i> Positions: <ul style="list-style-type: none">➤ Administration Assistant➤ Distribution Assistant
2004 – 2005	Ministry of Science Technology & Tertiary Education (On the Job Training Programme) Assigned to the Ministry of National Security <i>Police Administration Building (Head Quarters)</i> Human Resource Department Position: Office Clerk

SKILLS / EXPERIENCES:

- Maintaining computerized accounting information such as, Cash Flow, Payments, Petty Cash, etc
 - Preparing National Insurance and Health Surcharge payment forms and Payroll preparation
 - Other General office functions
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REFERENCES:

Mrs. Marva Simon
Manager
Altha Financial Services Ltd
687-5458 / 627-1804