

**Ms. Samantha Kimone Sankar**  
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## **SUMMARY**

To work in an organization that provides an opportunity to enhance my knowledge of the human resource aspects of business through training and experience; and to apply my understanding of business and management, in order to contribute to the success of the organisation.

**Technical Skills:** Microsoft Word – Microsoft Excel – Microsoft Publisher – Microsoft Outlook – Firefox- Google Chrome – Graphic Designing Skills

## **EDUCATION**

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◇ College of Science Technology and Applied Arts of Trinidad and Tobago	2009-Present
<i>Major: Associates Degree in Management with Accounting (Final Year)</i>	
◇ Mucurapo Senior Comprehensive School	2008-2009
◇ South East Government Secondary School	2006-2008
◇ Mount Hope Junior Secondary School	2003-2006

## **Academic Achievement:**

- ◇ English Language 3
- ◇ Information Technology 3
- ◇ Principles of Business 3
- ◇ Social Studies 3
- ◇ Certificate in Anti-Money Laundering & Combating the Financing of Terrorism

## **PROFESSIONAL WORK EXPERIENCE**

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**Data Entry Clerk** Ministry of Foreign and CARICOM affairs  
1A Wrightson Road, Port of Spain  
623-6894  
2015 – 2016 (1 Year)

### **Job Description**

- ◇ Scanning and Uploading all Files;
- ◇ Operates standard office equipment such as photocopier, scanner, facsimile machine and binders
- ◇ Taking File requests from other departments
- ◇ Typing letters, memorandum and other documents
- ◇ Files memoranda, letters, reports and other documents
- ◇ Order and maintains inventory supplies and equipment's
- ◇ Requesting files from the warehouse

- ◇ Record all incoming and outgoing files and other documents
- ◇ Maintains file register and filing system following the established systems and procedures

<b>Accounts/ Office Assistant</b>	M&M Insurance Broking Services Ltd 39 Boissere Village, Maraval 622-1274 2012 – 2015 (3years 6months)
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### Job Description

- ◇ Entering Names of Group Health Plan Members
- ◇ Doing up deposits where applicable
- ◇ Helping with Bank Reconciliation
- ◇ Operates standard office equipment such as photocopier, scanner, facsimile machine and binders
- ◇ Entering Premium for Family Coverage Members (Monthly & Daily Paid)
- ◇ Checking payments sent from Tobago & other Ministries
- ◇ Doing the data entry and filing away
- ◇ Responsible for receiving and signing listings & Invoices from the public Sector
- ◇ Maintains file register and filing system by following the established systems and procedures

<b>Data Entry Clerk/ Office Assistant</b>	Ministry of Health
	63 Park Street, Port of Spain
	624-8584
	2010 – 2012 (2 years)

### Job Description

- ◇ Files memoranda, letters, reports and other documents
- ◇ Receives, record, sort and routes incoming and outgoing correspondence and other documents to different departments
- ◇ Operates standard office equipment such as photocopier, scanner, facsimile machine and binders
- ◇ Assisting with Medical Aid
- ◇ Typing letters, memorandum and other documents
- ◇ Assistant Secretary to the AO IV (on and off)
- ◇ Maintains file register and filing system by following the established systems and procedures
- ◇ Folio letters, reports, memorandum and other documents

## PERSONAL ATTRIBUTES

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- ♦ **Reliable:** Will go the extra mile to make sure all work is done according to standards and will take the time to help my co-workers in finishing a tasks given to them if they are not capable of finishing it.
  - ♦ **Enthusiastic:** Always willing to build morale and improve work environment by showing enthusiasm for all tasks and responsibilities.
  - ♦ **Adaptable:** Will fit into any environment perfectly.

## PERSONAL INTERESTS/ SKILLS

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**Leadership.** Project Leader for my Final Year LIBS project, where my planning and organizational skills came to the fore, have found “active-listening” a very useful skill when working in a group.

**Sports.** I enjoy hiking, swimming, outdoors activities and anything that requires me to want more out of it.

**Living Life.** We only got one shot at this life so I am to get the most of it. I love adventure as well as travelling to new places. My aim is to visit most of the countries and states before I die.

## PROFESSIONAL REFERENCES

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### Marisa Asevero

Office Clerk

Ministry of Health

Phone 868 729 1660

### Eastlyn Bovel

Records Manager

Ministry of Foreign & Caricom Affairs

868 685 9674