

AKEDA FLAVERNEY

OBJECTIVE

To help build a better foundation and apply whatever skills I know. Learn new skills which will be beneficial to the organization. Am also currently pursuing a better grade in Mathematics.

EDUCATION

JUNE 2007 – SEPTEMBER 2007

**ENTERPRISE TRAINING
COLLEGE.**

101 Eastern main Road, Champ Fleur.

♠ *Professional Secretarial Duties*

MARCH 2005 – APRIL 2005

LA TECHNIAL INSTITUTE

#10 Broome Street Curepe

♠ *Telecommunication and Reception Services*

NOVEMBER 2004 – DECEMBER 2004

**SCHOOL OF BUSINESS &
COMPUTER SCIENCE LTD
Champ Fleur**

♠ *Microsoft windows 2000/XP,
Internet, Excel, Word, Power Points (2000).*

INTERMEDIATER LEVEL

SEPTEMBER 2000 – JULY 2002

**TRANQUILITY GOVERNMENT
SECONDARY SCHOOL**

C.X.C

GENERAL

Social studies

III

Integrated Science

III

Typewriting

III

English

II

SEPTEMBER 1997 – JULY 2000

ARANGUEZ JUNIOR SECONDARY

PROFESSIONAL EXPERIENCE

JULY 2013 – PRESENTLY

PRESTIGE HOLDINGS (K.F.C)

Curepe/ Piarco

- ♠ *Customer Representative*
- Delivery Operation/ Dispatcher*
- Cashier

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JULY 2012 – OCTOBER 2012

YUSUF OVERSEAS LTD

Princess Town

- ♠ *Customer Sales Representative*

APRIL 2012 – JULY 2012

PAYLESS SHOE SOURCE

Frederick Street P.O.S

- ♠ *Store Associate*
- Customer Representative*

JANUARY 2008 – JANUARY 2012

SELF EMPLOYED

- ♠ *Driver*
- School transporter*

OCTOBER 2007-DECEMBER 2007

PRICESMART

Movie Towne Port Of Spain

- ♠ *Merchandiser/Floor attendant*

MARCH 2007 – AUGUST 2007

STEALTH STATIONERY

Excellent Stores Frederick Street POS

- ♠ *Customer service representative*
- Typist and Copy machine operator*

SEPTEMBER 2006 – FEBRUARY 2007

ADAM'S CONSTRUCTION

Industrial road Caroni

- ♠ *Checker*

FEBRUARY 2006 – AUGUST 2006

DIREC ONE

1st floor Chaguramas Convention
Center Airways Road Chaguramas

- ♠ *Customer service representative*
- Telephone operator*

REFERENCES

Mr Duane Millar

Fire fighter
67c fifth Avenue,
Oropune Gardens Piarco
477 8840

Ms. Sparkle Williams

K.F.C Supervisor
Cunupia
338 9997