

Cecile Browne- Hinds

#27 New Haven Avenue

Marabella

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339-3197 or 709-0299 (mobile)

223-9370 (home)

OBJECTIVE:

To make a positive contribution to my work environment as well as the people I meet along the way.

EDUCATION:

Bishop Anstey High School (POS) 2003-2008

- Spanish
- English
- History
- Mathematics
- Literature
- Geography
- Science
- Music

WORK EXPERIENCE:

Screentex Limited (June 2016 to February 2017)

Administrative Clerk

Responsibilities:

- Answer all phone calls (receptionist duties)
- Process order sheets for customers
- Generate invoices for respective customers
- Source and order stock based on customers' orders
- Liaise with company owner, production workers, customers and graphic design artist about orders and the status
- Filing of documents, receipts, bills etc.
- Accurate labelling of customers' items
- Payroll duties
- Monthly preparation of NIS
- Accounts payables and Accounts receivables duties
- Data entry

Holland America Cruise Line (October 2015 to March 2016)

Guest Entertainer (Singer)

Responsibilities:

- Sing/perform various genres of music, mostly Caribbean songs for ship's guests daily
- Performed a mainstage concert-like show once a week
- Presentation once per week on the music / culture of Trinidad and Tobago and the by extension the Caribbean
- Teach guests the art of Extempo Calypso
- Teach guests the art of African drumming
- Assisted with the teaching of the steelpan classes

Screentex Limited (May 2015 to October 2015)

Administrative Clerk

Responsibilities:

- Answer all phone calls (receptionist duties)
- Process order sheets for customers
- Generate invoices for respective customers
- Source and order stock based on customers' orders
- Liaise with company owner, production workers, customers and graphic design artist about orders and the status
- Filing of documents, receipts, bills etc.
- Accurate labelling of customers' items
- Payroll duties
- Monthly preparation of NIS
- Accounts payables and Accounts receivables duties
- Data entry

Vasha's Foods Limited (September 2014 to May 2015)

Billing Clerk/ Dispatch Clerk

Responsibilities:

- Process orders from different caterers, sales representatives and supermarkets in Trinidad and Tobago
- Generate pick-up lists for warehouse workers to secure the respective customers' goods
- Liaise with customers, sales representatives and company owner about "not in stock" items
- Generate invoices for respective consumers
- Liaise with company owner on stock inventory
- Keep track of drivers and their deliveries as to assist customers and sales representatives with knowledge of expected time-frame for delivery of goods
- Answer office phones

Global Brands Group of Companies (June 2011 to September 2014)

Purchasing Clerk/ Billing Clerk

Responsibilities:

- Process orders for various company stores
- Generate pick-up slips based on stock orders placed by company store managers/ supervisors
- Take record of 'not in stock' items
- Inform brand managers, store managers, store supervisors, purchasing manager and executive staff of items 'not in stock' at the warehouse
- Generate invoices for the stores based on pick-up lists items available
- Generate purchase orders for local stock intake from different suppliers
- Liaise with Managing Director (specifically) when generating pick-up lists and invoices for stores outside of Trinidad and Tobago
- Keep record of stock levels at warehouse and to a lesser extent the company stores
- Communicate with delivery drivers frequently as to assist store managers, brand managers and the Managing Director with updates on deliveries
- Follow any other duty requests of the Purchasing Manager and Executive staff
- Answer phones

Tranquillity Government Primary School

Teacher's Aide (I) (OJT)

Responsibilities:

- Keep parents informed at regular intervals of their children's progress and listen and note their concerns
- Organize classrooms daily to ensure the safety and comfort of all students and staff
- Assist in activities inside and outside of classroom to enhance students' knowledge and heighten their response and understanding of basic life skills

Ministry of Science Technology and Tertiary Education (O.J.T programme 2009-2010)

Responsibilities:

- Data entry
- Filing
- Receive and carry out effectively, any instructions given by the Procurement Specialist daily

OTHER RELATED SKILLS:

As a student, I was employed as a data entry clerk for brief periods. These positions allowed me to improve my computer skills and abilities to interact with a variety of people in varying aspects including the public. I have learnt to follow instructions and provide results to enhance the operations at the work place.

HOBBIES:

Singing; playing volleyball; playing various musical instruments; socializing with people

REFERENCES:**Carol Callender**

Psychiatric Social Worker 2

St. Ann's Hospital

Port of Spain (NWRHA)

624-4379 (work) or 489-0066(cell)

Rolita Neptune- Smith

Secretarial Administrator

Kenroy Smith Construction Company

222-5806 or 330-7337