

Ms. Salima Dos Santos

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St. Augustine
Trinidad and Tobago

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Most Recent Professional Experience

Legal Assistant/ Confidential Secretary

Victoria Chambers
December 2014- Present

24 Victoria Square West, Port of Spain

Private Tutor- S.E.A and CSEC (Part-time)

Arima/ Arouca, Trinidad and Tobago

April 2013- November 2014
January 2016- Present

Database Analyst 11/ Supervisor of Data Entry Section (Management Information Unit)

Guyana Lands & Surveys Commission

Georgetown, Guyana

November 2007- April 2013

Responsibilities:

- Overlooked and managed the use of the Database Section (Land Administration Division) of the Guyana Lands & Surveys and all entry, access, retrieval and modification to data, commission wide as requested/ required
- Supervised the Database Section's staff, as well as any member of staff assigned to me for the completion of any Land Administration/ Commission wide Project (Database related or otherwise)
- Provided Technical, Land Administration and Functional Support to all senior management and external agencies where necessary, also report directly to the Land Administration Manager and Commissioner on a weekly and monthly basis, respectively
- Did Research, Report on and Develop any system deemed necessary for the smooth functioning of the Commission (Technical & Procedural)
- Attended all Scheduled and Unscheduled meetings in and out of the Commission, in representation of the Database Section
- Served as a Member of the Project Implementation Team for DLUPP (Development of Land Use Planning Project)
- Overlooked the preparation of all Land Data Reports requested by internal and external customers, primarily the ones for the Monthly Management

meetings, Weekly Minister's Report sent to Office of the President and Annual Reports

Lecturer- Contracted to develop all course material and be the Principal Lecturer for the ICM (UK)- General Purpose Software Course

Institute of Private Enterprise Development
March 2009- 2010

Georgetown, Guyana

Responsibilities:

- Principal Lecturer
- Deliver the course in a timely manner to enable students' competence for the International ICM examination
- Facilitate labs and prepare lab sheets for the students
- Ensured rules of the center are complied with by the students
- Continuous development of the course material

Contracted Scriptwriter/ Illustrator/ Statistical Analyst

IRI Project (Ministry of Education)
July 2006- 2007

Georgetown, Guyana

Responsibilities:

- Use the knowledge gained while being trained as a Scriptwriter to assist with the development of the Teacher's Guide
- Worked Closely with the Mathematics Specialist Consultant in achieving targets set by the Project
- Work as a team player with all members of the Interactive Radio Instruction Program (IRI)
- Delivered work done independently in a scheduled time frame
- Complied with all the rules for employment engagement by the contractor-IDB

Other Experience

- **Queens College Secondary**
Information Technology Tutor for Forms 2 to Upper 6/ Computer Lab Technician- 1999
- **Softec Inc.**
Tutor for Computer Applications/ Assistant to Training Manager/ Computer Lab Technician – 2000
- **Actnet Inc.**
Operations & Logistics Manager/ Advanced Computer Applications Tutor – 2001
- **Institute of Private Enterprise Development**
Assistant Training Manager/ Facilitator- 2004

- **EIRIPAN**
Secretary- this is a charitable organization focused on assisting children and communities in the North Hinterlands regions; with educational and life necessary tools for community development. These events are carried out on a yearly basis, and have been in existence since 2005.
- **United Women for Special Children**
Assistant Secretary/ Treasurer- 2012-2013
- **GUYWID (Guyanese Women In Development)**
Member- 2005-2009
- **WINNERS Club (Women in Neighbourhoods Needing Every Reasonable Support)**
Volunteer- 2002- 2008

Education

University of Guyana, Turkeyen Campus

Diploma in Computer Science - Class of 1999

Degree in Computer Science - Class of 2007

EDC- Washington

Certificate in Script Writing- 2006

CIDA- Canada

Certificate in Community Planning Program – November 2010 to March 2011

Walter Rodney National Archives

Certificate in Document Restoration, Preservation and Storage (physical and digital)- September 2012

University of Guyana, Turkeyen Campus

Post Graduate Course in “**Energy and the Environment**”- 2007

Zeeburg Secondary School (CXC General Proficiency)

- English “A”- **Distinction**
- Mathematics- **Grade 11**
- P.O.A- **Grade 1**
- P.O.B- **Distinction**
- Social Studies- **Distinction**

Awards & Accomplishments

- Best Disciplined Student (ZSS)- 1995
- Top Five (5) Graduating Students’ Award for CXC (ZSS)- 1996
- Offerings Book Award for Poetry- 1996 (National)
- Government of Guyana Scholarship- 1997

- Completion of a Research and a Model of Practical Implementation Application, to Track Performance of all Students in Guyana's Educational System; and produce analysis based reports that simulate artificial intelligence- 2006 (Thesis)

Immigration/ Work Status

- CSME Certificate
- Indefinite Stay and Work Permitted by T&T Immigration Department
- Professional Certificates Accredited in Trinidad
- Holder of a Police Certificate of Character, dated 9 March 2016

References

Mr. Rishi P. A. Dass

Attorney at Law

Victoria Chambers

24 Victoria Square West

Telephone: 1-868-624-9154 (Office)

Email: victoriachamberstt@gmail.com

(Written reference available upon request)

Mr. Nigel Gray

IT Architect

RBC Financial Caribbean Ltd.

Port- of- Spain

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1-868-777-4996 (Cell)

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