

# Asiel Z.R. Joseph

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Address: Building 15, Apartment 3-4 South, Maloney Gardens, D'abadie.

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## OBJECTIVE:

I am seeking a competitive and challenging work environment where I can serve your organization and expand my skills and knowledge.

## KEY SKILLS:

- Proficient typing skills
- Basic computer skills and a knowledge of relevant software packages
- A polite phone disposition
- The ability to work under pressure and with deadlines
- The ability to work independently and as part of a team
- Self-motivated

## WORK EXPERIENCE:

- Data Entry Clerk –Processing Department

On The Job Training Programme (OJT)

Student Vacation Internship - TTPOST

Updated, maintained and retrieved information held on computer systems and also transfer information on paper to computer files.

Customer Service Representative

Furniture Plus Limited- San Juan

- EDUCATION:

- St. Francois Girls College 2008 – 2013
- St. Francois Girls College- Form Six 2013 – 2015
- The University of the West Indies 2016-present

QUALIFICATIONS:

CSEC SUBJECTS

Mathematics	Grade one
English A	Grade one
English B	Grade one
Spanish	Grade two
Biology	Grade two
Chemistry	Grade three
Physics	Grade three

CAPE SUBJECTS: UNIT 1

Caribbean Studies	Grade three
Literatures in English	Grade four
Chemistry	Grade five
Biology	Grade five

CAPE SUBJECTS: UNIT 2

Communication Studies	Grade two
Literatures in English	Grade four
Chemistry	Grade four

REFERENCES

- Mrs. Renuka Sagrarsingh-Sooklal

Attorney-at-Law

1.868.766.6926

- Mrs. Sandra Amour

Principal

1.868.751.7071