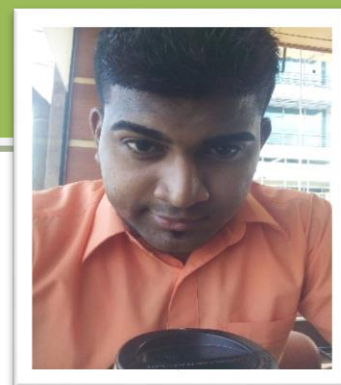


# Ryan Chris Seetaram

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(868) 297-4043



## Education

Currently  
Perusing

**COSTAATT[College of Science, Technology & Applied Arts of  
Trinidad & Tobago]**

*Associate in Journalism & Public Relations*

2013

**Administrative Career Training Institute**

*Administrative Assistant Training –Grade A  
Accounting, Payroll & Taxation – Grade B*

2005-2010

**Vessigny Secondary School**

*CXC O'LEVEL*

English A [2], Human & Social Biology [2], Food & Nutrition[2], Principles of Business[2]

## Work Experience

2015 - 2016

**Trinre Insurance Company Limited**

*Project Assistant*

Key Duties: Customer Service, Data Entry, Filing & Reception Duties

2012 - 2015

**Party Central**

*Supervisor*

Key Duties: Website Maintenance ,Data Entry, Cashing, Telephone operations, Inventory Control and store supervision

2010 - 2012

**Emergency Solutions Limited**

*Clerical Assistant(OJT)*

Key Duties: Business Letters, Invoice Quotations, Filing, Telephone operations and Inventory maintenance.

## Computer/Other Skills

### **Keystrokes Access**

*It/Microsoft Office Level 1 & 2 [A]*

Course Outline: Computer Literacy, Microsoft word, excel, PowerPoint, publisher and base data base.

### **Sasha Cosmetics**

Basic Make Up Course

### **Sri Devi Dance Group**

*Member/Assistant Teacher*

## Personal Info

### **Objective**

*To continuously strive for perfection in which soothing endeavor life may take me and never allow myself to lose focus of efficiency and effective production in the value of life.*

### **Date of Birth**

12<sup>th</sup> November,1993

### **ID NO./Nib**

19931112013 / 00 11 1054

Citizen of Trinidad & Tobago

## References

### **Firaz Mohammed**

*IT Technician - Laughlin & De Gannes*

*[868] 734-6887*

### **Michelle Hernandez**

*Branch Manager -Party Central*

*[868] 273-4234*