KINNESHA GITTENS

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| **PERSONAL INFORMATION**  Name: Kinnesha Gittens  Date of Birth: 1st February, 1994.  Nationality: Trinidadian  Address: # 1 Cameron Trace,  Buenos Ayres  via Point Fortin.  Telephone Contact: 732-5750 (C) 767-5766 (C) 649-8034 (H) |

**CAREER OBJECTIVE**

To enhance my knowledge in a goal oriented organization where I aim to consistently meet and

exceed established goals and objectives which is directly related to management and client

relations.

**EDUCATION**

2013 **University of the West Indies- Open Campus**

Human Resource Management I

(awaiting certificate)

**Sital College of Tertiary Education Limited**

Certificate Airline Reservation

2012-2013 Point Fortin East Secondary

**Subject Grade**

Principles of Business II

Office Administration II

Principle of Accounts III

2009-2010 Point Fortin Educational Center

**Subject Grade**

English III

**WORK EXPERIENCE**

2011 Prestige Holding Limited

Kentucky Fried Chicken

Point Fortin

Cashier

2011 Kalicharan Cosmetics Store

Point Fortin

Sales Clerk

**CURRENTLY PURSUING**

Business Management

Two Year/Part Time Certificate Course

University of the West Indies- Open Campus

Course Outline

**Year One**

English & Communication I

Mathematics

Information Technology

English & Communication II

Principles of Accounting I

Fundamentals of Management

Organizational Behaviour

Introductory Economics

**Year Two**

Business and Commercial Law

Fundamentals of Marketing

Human Resource Management

**SKILLS/OTHERS ATTRIBUTES**

Strong communication and interpersonal skills.

Good analytical and multi-tasking skills.

Strong ability to work under difficult situation.

The ability to work effectively and efficiently with minimal supervision.

**HOBBIES/INTEREST**

Reading, Corresponding, Listening to music.

**REFERENCES**

Mr. Errol Lewis Mr. Adrian A Theodore

Retired Principal Regional Sales Manager

Telephone Contact: 649-8528 Telephone Contact: 638-3335