***KHARIS JADE O’GARRO***

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***Phase IV, La Horquetta, Arima***

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**PERSONAL INFORMATION**

Date of Birth: 18th January 1993

Age: 21 years

Marital Status: Single

**EDUCATION**

**2012-Current** COSTAATT-College of Science Tertiary and Arts Trinidad and Tobago

Currently pursuing a BBA in Human Resource Management

**2009-2011** Arima North Secondary

**2004-2009** Bishop Anstey High School East

**1997-2004** La Horquetta Government Primary School

**ACADEMIC QUALIFICATIONS**

**CXC O’ LEVELS GENERAL PROFICIENCY**

**English Grade 2**- attained certificate on June 2009 in CXC O level examination

**Social Studies Grade 2**– attained certificate on June 2009 in CXC O level examination

**Integrated Science Grade 2**- attained certificate on June 2009 in CXC O level examination

**Principles of Business Grade 2**-attained certificate on June 2009 in CXC O level examination

**Spanish Grade 2**- attained certificate on June 2009 in CXC O level examination

**Mathematics Grade 3**-attained certificate on June 2012 in CXC O level examination

**CAPE ADVANCED LEVEL PROFICIENCY**

**Communication Studies Grade 4**-Attained certificate on June 2010 in CAPE A level examination

**Caribbean Studies Grade 5**-Attained certificate on June 2011 in CAPE A level examination

**Management of Business units 1 and 2 Grade 4**-Attained certificates on June 2011in CAPE A level examination

**Spanish units 1 and 2 Grade 4**-Attained certificates on June 2011 in CAPE A level examination

**JOB EXPERIENCE**

**Ministry of the People and Social Development Tunapuna Regional Office - May 9th 2012 – Oct 1st 2013**

**CLERICAL ASSISTANT-JOB REQUIREMENTS**

* Front desk clerk/ customer service representative which involved registering new clients that came into the establishment and assisting them by booking appointments and scheduling interviews
* Filing documents in chronological order based on different categories
* Locating files
* Telephone Reception which required taking messages and also contacting clients for various needs such as pending documents
* Transfer Clerk which required transferring files in and out of the office and ensuring that it was done efficiently and effectively
* Data Entry which required entering clients on a data base using Microsoft Excel in chronological order

**Arima Health Facility - September 5th 2011-April 18th 2012**

**CLERICAL ASSISTANT –JOB REQUIREMENTS**

* Registering of patients of various age groups beginning at six weeks
* Record keeping
* Customer service at numerous clinics such as Accident and Emergency Department which dealt with registering persons who had life threatening conditions, Life style clinic whereby persons who had lifestyles diseases such as diabetes were attended to, Paediatric clinic in which children between the ages of six weeks to five years were registered and attended to and General Practice Department.
* File Room Clerk which required distributing files to all clinics that existed within the institution daily .It also entailed receiving files at the end of each day and filing them back in chronological order
* Giving patients’ appointments
* Telephone receptionist which receiving and carrying out phone calls both internally and externally
* Data entry which dealt with entering new and existing files on a database. All files had to be entering onto the system before leaving the file room

**ADDITIONAL EXPERIENCE:**

Audio Technical Assistant at church for five years duties include, videotaping, usage of projectors and Microsoft Office Suite

**AWARDS**

**Athlete of the Year 2009**- Bishop Anstey High School East

**Certificate of Customer Service 2012**-Ministry of the People and Social Development