**RESUME**

**KEISHA A BASCOMBE**

**#51 MOORE TR. TUNAPUNA**

**(868) 758 – 6897**

[**amaniki@hotmail.com**](mailto:amaniki@hotmail.com)

**Employment Objective**

A position which allows me to utilize my experience in sales, accounting, clerical assistance and admin.managing etc...

**Education**

Schools

* Border Com. International (2005)
* Eastern Community College (2002-2004)
* Tuition Center (2001-2002)
* St. Martin’s Girls’ High School (1998-2000)
* Diego Martin Junior Secondary School (1995-1998)
* Mucurapo Girls’ R.C. School (1988-1995)

**Qualification**

* English Language – grade 3
* Computer Literacy – grade A
* Computer Advanced (Data Processing/ M.S. Office 2000 – grade A
* Office Assistant – grade C
* Management (Business Law etc.) – grade B
* Telephone Operator/Receptionist – grade A, B, B+
* Microsoft Office Specialist
* Typewriting 60-80 wpm

**Courses Taken**

Computer Literacy

M.S. Office 2000

Office Assistant

Management

Telephone Operator/Receptionist

M.S Office Specialist

Typewriting @ Neal co Data Link

**Experience**

Ministry of Science, Technology and Tertiary Education (**Six months**)

(Clerical Assistant)

* Filing
* Appointing meetings

University of the West Indies (**Temp)**

(Sales Accounting & Clerical Assistant)

* Filing
* Billing

Software Technology Ltd. (**Temp**.)

(Data Entry Clerk/Tele Marketing)

* Data Entry – local music
* Meeting Trinidad’s local artistes

Neal and Massy (Neal co Data Link) (**Two years**)

* Data Entry Operator 2.

Neal and Massy (Quik Service.)**(Five years +)**

* Booker

**NB:** RECENTLY WORKED AT T.A.S GENERAL AUTOMOTIVE (MASSY SERVICE CENTER)

* Admin. Manager. (**One year**)

**Additional Activities**

Voluntary work (Teaching @ Belmont Boys R.C. School)

Youth Officer (Community Service)

**Reference:**

Mrs. Rosanna Stewart De Silva

Teacher

(Diego Martin Secondary School)

Mr. Brian Smith

Purchasing Officer (works dep’t.)

(U.W.I)

(682 – 8683)

Mrs. Camille Elliott

Executive Coordinator

Software Technology Ltd.

Mr. Jean Boucaud

Manager (Service dept.)

Neal and Massy



#51 Moore Tr.

Tunapuna

758 – 6897

Email: amaniki@hotmail.com

***To: The Human Resource Manager.***

**Re: Application for employment.**

Dear Sir/Madam,

My name is Keisha Bascombe, I'm thirty - one years of age and I live at the address stated. In my efforts to gain employment with your organization I here in tender apply for any position which matches my skills and previous work experiences.

My reason for employment here was influenced by your company’s continued growth and success. I am an ambitious team player and if given the chance I know us both well be speaking positively of my performance.

I will greatly appreciate your consideration for employment and look forward to discussing any further questions you may have. I can be reached at the number, email or postal address given.

I'd just like to take this opportunity to thank you in advance for your time.

**Enclosed is a resume of my qualifications.**

Respectfully Yours.

***Keisha Bascombe.***