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|  | **Kenyon Arrendell** |
| 9/4/2014 |  |
|  | **Date of Birth:- 21st January 1996**  **#4 Ganknaski Avenue**  **Tumpuna Road, Arima**  **868-333-7391** **Kenyon.Arrindell@hotmail.com** |

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|  | Objectives  Motivated and reliable administration and office support providing excellent staff service. I’m effective and efficient when meeting targets and always willing to learn to enhance my intelligence within any department directed.  Education  **2008 – 2012 El Dorado East Secondary School**  Forms:1-4  **2012- 2014 Arima Central Secondary School**  Form:4&5  **CXC:**  English B Grade 2  English A Grade 3  Office Administration (OA) Grade 3  Electronic Document Preparation Management (EDPM) Grade 2  experience  Sales representative at Rodney’s Supermarket June- July 2013 Warehouse Attendant at Fortune Traders Ltd June-August 2014KEY SKILLS AND COMPETENCIESStrong organizational, administrative and analytical skillsExcellent spelling, proofreading and computer skillsAbility to maintain confidentialityExcellent working knowledge of all Microsoft Office packagesAbility to produce consistently accurate work even whilst under pressureAbility to multi task and manage conflicting demands.Ability to type at least 40+ wpm **INTEREST / ACTIVITIES**   * Keyboard * Cricket * Basketball   references  Joycelyn Duncan- Pastor of Divine Encounter Fellowship Ministries International, Ragoo Road,  D’abadie. Rescue Shelter Manager.  Paul Mitchell Trace, Arima.  Tel. (868)-721-5276  Sandra Robinson- Accountant and owner of S.J.L. Enterprises, Pastor of Hephzibah Ministries,  #18 Eastern Main Road, Laventille.  Tel. (868)-355-2510 |