***Achsah Williams***

*# 12, 12 Street Dinsley Gardens, Tacarigua.*

*Home: 640-9103 Cellphone: 366-1786 ~ Email williamsachsah@yahoo.com*

***P R O F I L E***

*An easy-going person who is customer-service oriented, hardworking, organized and responsible. Moreover, I am an efficient team player who has learned valuable lessons from personal and work life experiences. Currently I am applying for any vacancies in your establishment.*

***E D U C A T I O N A N D T R A I N I N G***

**2003-2007 Bishop’s Anstey High East Secondary School**

**CXC GRADES**

English A 3

Integrated Science 3

**Zenith Educational Institute**

Social Studies 3

**Sept 2010 Youth Training and Employment Partnership Programme (YTEPP)**

**-Feb 2011** Food Preparation

***E X P E R I E N C E***

Family Care Tacarigua Pharmacy 2008

(OJT) St Joseph Health Centre

2007 –2008

2009-2010

**Sales Clerk**

•Providing customer service

**Patient Care Assistant**

•Carried blood samples to Mt. Hope Hospital

•Measured the weight of patients

•Assisted in carrying patients to see the doctor

•Dealt with patients’ records

MUST Programme School Feeding Jean Pierre Complex Macoya 2012

**Kitchen Assistant**

•Assisted in food preparation, packaging of food in boxes

Courts Mega Store El Socorro

Sept 2013-Dec 2013

**Sales Clerk**

•Greeting customers when they enter the Courts Mega Store

•Offering assistance in locating merchandise

•Engaging customers in conversation

•Responding to questions regarding sale items

•Processing customers' bills for gift redemption

* Pack gifts on the shelves
* Also did paper work at the Administration office

***S K I L L S A N D C O M P E T E N C I E S***

• Effective communication skills in English

•Providing excellent customer service

•Proven ability to establish effective work relationships  
•Able to work efficiently while unsupervised

•Photocopying documents

•Strong organizational skills

•Excellent transcribing skills

•Ability to multi task and meet deadlines

***P E R S O N A L I N T E R E S T S A N D H O B B I E S***

•Passionate about helping people

•Tennis

•Cricket

•Cooking

***R E F E R E N C E S***

Ms. Rose-Clair Delphesh

St. Joseph Health Centre

Cell Phone: 7913927

Ms. Shastri Motilal

Primary Care Physician

Cell Phone: 3655340