ITESHA PHILLIP- FIGARO

#22 Filtration Plant Road, Gonzales Village Guapo Point Fortin, Trinidad W.I Cell: (1868) 346-6001 **i.phillipfigaro@gmail.com**

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**OBEJECTIVE**

Seeking a position in the capacity of a General Assistant within a general business environment where my education and abilities will be fully utilized and stand as an advantage for personal growth.

**SUMMARY OF QUALIFICATIONS**

Certificate in Business Administration- ABE Basic Computer Literacy- Certificate Basic Peachtree Accounting-Certificate CXC O’ Level GCE

**PROFFESSIONAL EXPERIENCE**

**Oct-2003 Jan** 2004 Road Transport Engineering ltd**-** OJT Trainee **DUTIES:** Sorting and filing of documents Photocopying Answering calls and forwarding of messages

**EDUCATION**

Modern Business Studies 2004-2005 Institute of Tertiary Tutors 2004 Modern Business Studies 2002-2003 Point Fortin Senior Secondary School 1999-2001 Point Fortin Junior Secondary 1996-1999

**SKILLS AND ATTRIBUTES**

-Excellent team player . -Very organized. -Highly driven. -Strong organizational skills and ability to work unsupervised. -Works with accuracy and efficiency. -Interface well with others at all levels -Caring with excellent interpersonal communication skills, customer skills and office skills. -Technology skills: PC {MS Word, Publisher, Power Point and Basic Internet skills} and General Office Machine.

**References:** Jodanna James Clerk First Citizen Bank Contact NO. 742-0306