ENISHA RAY

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San Juan  
301 – 8522  
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**OBJECTIVE:**   
  
A vibrant individual with a keen interest in obtaining a rewarding position in a dynamic company that offers growth opportunities.  
  
  
**EDUCATION:**   
  
2004 - 2009: Tranquility Government Secondary School  
          CXC O’ Levels  
  
English - 2  
Social Studies - 2  
Principles of Business - 3  
Integrated Science – 3

Currently pursuing Mathematics and Electronic Document Preparation Management  
  
**CERTIFICATE:**  
  
Microsoft Office Suite - Advanced  
Time Management  
Professionalism in the Workplace  
  
**WORK EXPERIENCE:**  
  
Registration Recognition and Certification Board  
On The Job Training - Clerical Assistant  
May 2012 - September 2014  
  
National Library and Information System Authority   
Heritage Library Division - Library Attendant  
July 2011 - Nov 2011

**SKILLS AND ABILITIES:**  
  
Proficiency in Microsoft Office Suite  
Ability to type Correspondence, Documents, Minutes, Reports and Memorandums  
Filing of Documents, dispatching outgoing correspondence and documents   
Receiving of correspondence and documents    
Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines  
Ability to establish and maintain effective working relationships with colleagues  
Providing photocopying, printing, scanning, faxing, binding and other office assistance support  
Ability to work as part of a team  
  
  
**HOBBIES:**  
  
Internet Surfing  
Socializing  
Reading  
  
**REFERENCES:**  
  
Hollis Hooker (Teacher / Tutor)  
South East Secondary School, Port of Spain  
702 - 8985  
  
Russell Rodriguez (Messenger I)  
#31 Serraneau Road, Belmont  
498 - 8259