**RESUME**

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| Name: **Yasmin Rooplal**  Address: **# 5 Hungermarch Street,**  **Gasparillo**  **Trinidad W.I.**  Phone contact: **1-868- 344-5082/379-9430**  Email: **yasminbuckreedan@ymail.com** |  |

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| Objective | To use my knowledge and experience to the best of my ability to contribute positively to your company. |
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| Education | **University of the West Indies**  **(Open Campus) Marabella -**  **Taxation with Book keeping and Accounting**  **S**eptember 11th 2010 – January 20th 2011  Training and Enrichment Course  **University of the West Indies**  **(Open Campus) San Fernando -**  **Introduction to Psychology – Grade B+**  September 2009 – April 2010  Self Enhancement Course  **Tabaquite Composite School – CAPE (Diploma)**  2006-2008   * Communication Studies (Unit 1) Grade three (3) * Information Technology (Unit 1) Grade two (2) * Sociology (Unit 2) Grade three (3) * Caribbean Studies (Unit 1) Grade four (4) * Management of Business (Unit 1) Grade four (4) * Management Of Business (Unit 2) Grade four (4)   Tabaquite Composite School - CXC  2001-2006   * English A (General) Grade two (2) * Information Technology (Technical) Grade two (2) * Integrated Science (General) Grade two (2) * Mathematics (General) Grade three (3) * Principles of Accounts (General) Grade two (2) * Principles of Business (General) Grade two (2) * Social Studies (General) Grade two (2) |
| **Certificates**  **Experience**  **Skills** | Business Studies  Introduction To Computers (NEC)  Information Technology  Typing  Ministry of the People & Social Development  Piparo Empowerment Centre  Clerical Assistant  On the Job Trainee  May – 2009 – June 2011  Excellent oral and written communication skills  Creating and maintain a functional and efficient filing system  Basic accounting  Office trained – all mailing duties, maintaining database and extraction of data, telephone training, meetings management |
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**Interests** Travelling

**Additional Qualifications and Certificates** –

Ministry of the People and Social Development

Healthcare Provider Training Workshop – CPR, Occupational Safety and Health – Blood and Airborne Pathogens, Prevention and Management of Aggressive Behaviour (PMAB) and Patient Intervention Techniques (PIT)

* Certificates/Diplomas will be provided upon request.

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