**FAITH N.ELIGON**

## Discipline: Secretarial & Business Support Services

## Career Objective: To work diligently and assiduously at all tasks to excel and be seen as the best at what I do.

**GENERAL INFORMATION:**

NATIONALITY: Trinidadian

DATE OF BIRTH: 17th February, 1990

ADDRESS: 345 South 16th Street, Edinburgh 500, Chaguanas

TELEPHONE NOS.: 681-2991/704-7921/343-2160

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### WORK EXPERIENCE AND CAPABILITIES:

**Business: Rontech Computers/Ron’s Friendly Supermarket**

**Location: Lendore Village, Chaguanas**

**Function: Supervisor**

**Period: 11th June, 2012 – 30th October, 2014**

1. Supervise day to day activities of the employees;

Main Activities:

Ensure the store opens for business on time

Overseer chores to be done

Monitor the execution of excellent customer service

1. Updating of Company Books

Main Activities:

Time Sheets

Inventories

Receiving & Pricing Stocks

1. Cash Handling

Main Activities:

Secure Deposits

4. Other Duties

Main Activies:

US & Canadian Visa Application Assistance

Business Registration Assistance

Photocopies

Spiral binding

**Business: Moses Shoe Collection/ShoeLand**

**Location: Trincity**

**Function: Supervisor**

**Period: 9th April 2011 – May 2012**

1. Supervise day to day activities of the employees ensuring the establishment is effectively operational

Main Activities:

Ensure the store opens for business on time

Overseer chores to be done

Enforces the written policies of the company

Monitor the execution of excellent customer service

1. Updating of Company Books

Main Activities:

Time Clock

Salaries

Clerks Sales Assessment

Updating of Stock

Inventories

1. Cash Handling

Main Activities:

Check written bills and cash items

Secure Deposits

**Business: Carl King Construction Company Ltd.**

**Location: Point Lisas Industrial Estate.**

**Function: Admin Officer**

**Period: 19th July 2010 – 17th February 2011**

1. Provide administrative support to ensure that operations are maintained in an effective, up to date and accurate manner.

Main Activities:

Type correspondence, reports and other documents

Maintain office files

Open and distribute the mail

Take minutes at meetings

Distribute minutes

Coordinate repairs to office equipment

Review vehicles insurance

1. Provide receptionist services

Main Activities:

Greet and assist visitors

Answer phones

Direct calls and respond to inquiries

1. Purchasing

Main Activities:

Review requisitions

Contact suppliers for quotes

Enter data into Peachtree & Microsoft Excel

Process Purchase Orders

1. Perform other related duties as required

**QUALIFICATIONS:**

**Certificates** *Skills for The Automated Office* **(YTEPP)**

Orientation to Skills for the Automated Office

Communicate Effectively

Apply Office Procedures

Apply Fundamental Concept of the use of the PC

Apply Keyboarding Skills

Use Word Processing Software

Use Spreadsheet Analysis Package

Use Database Management Package

Career Enhancement Performance

Television Broadcasting **(IBC)**

Report Writing & Editing

Political Reporting

Presentation of the Subject Matter

The Perfect Presence

Interviews

**Caribbean Examinations Council** (General Proficiency)

English A Grade 2

Principles of Business Grade 2

English B Grade 3

Social Studies Grade 3

Mathematics Grade 4

Caribbean History Grade 4

Human & Social Biology Grade 4

**EXTRA CURRICULAR ACTIVITIES:**

* Event Decorating
* Land Scaping
* Interior Decorating
* Craft

**REFERENCES:**

Ms. Christine Kanhai

Business Owner – Foundation of Sapphire Day Spa (1-868-743-3022)

Ms. Dianne Lewis

Store Supervisor, Burger King (1-868-316-2122)

Ms. Judy Samuel

Tracmac Engineering (1-868-294-6778)