**Tenille Hamilton**

**#11 Second Street East,**

**Beaulieu Avenue,**

**Trincity**

**1-868-706-0447**

[**tenillehamilton@ymail.com**](mailto:tenillehamilton@ymail.com)

**SUMMARY**- Motivated sales professional with 3+ year’s sales representative experience.

**EMPLOYMENT HISTORY**

**October 2010 to October 2013**

**The American Stores Limited**

**Positions**: - C.S.R/ Stock Clerk/ Cashier/ Supervisor/ Acting Branch Manager.

**C.S.R** - Attending to customers on a daily basis, making pro-forma invoices, cash bills and doing hire purchase contracts.

**Stock Clerk** - Inventory of incoming and outgoing of stocks, auditing and balancing of stocks.

**Cashing** - Cashing bills, calling customer to inform them of outstanding arrears and balancing of accounts and recording daily operating sales.

**Supervisor**- Supervising a staff of 2-13 employees, making sure that all duties are carried out in a respectable and appropriate manner. Roster workers accordingly and balancing weekly time sheets.

**Acting Branch Manager** - All of the above including opening and closing of the branch.

**September 2009 to January 2010**

**Ramish and Leela Supermarket** – Part time Cashier.

**January 2008 to June 2008**

**Professional Garage** – Office Assistance

Office Duties: - Filing, Purchasing, Typing and Telephone Operating.

**EMPLOYMENT HISTORY**

**September 2006 – March 2007**

**Hilo Food Stores** – Cashier

**February 2005 to December 2006**

**Angostura Limited Special Events** –Bartender/Hostess

**August 2004 to February 2005**

**Fire Services Headquarters (OJT) -** Clerical Assistant

Duties: - Filing, Telephone enquiries and Photocopying.

**July 2003 to August 2004**

**TNACO Plumbing** - Office Assistant/ Supervising

Duties: - Filing, Typing, Viewing Job sites and supervising overall employees.

**QUALIFICATIONS and EDUCATION**

2014 **Sital College of Tertiary Education Ltd** – Currently pursuing Diploma 4 in Business Management. Associations of Business Executives.

Course includes: - Introduction to Accounting

Introduction to Business

Quantitative Methods

Business Communications

2006 **South East Port of Spain Continuing Studies**

CSEC - Office Procedures III (3)

2005 **School of Practical Accounting And Accounting Services**

Computer Course - Peachtree Accounting Level 1- B+

2003 **Modern business School Ltd**

Receptionist Course –C+

Cashiering Course – A+

Computer Course – A

**QUALIFICATIONS and EDUCATION**

2001 - 2003 **St Augustine Senior Secondary Comprehensive School**

**CSEC** – Principle of Accounts III (3)

Principle of Business III (3)

Mathematics IV (4)

English Language IV (4)

**Interest:** Cooking and Netball.

**REFERENCES** - Available upon request