**#21 Calcutta Road No. 2, Balmain Village Couva sabrinadangel@hotmail.com D.O.B. 08/11/1986 749-0381/ 383-9078**

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| **SABRINA RAMGOOLAM (AMABE)** |

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| **Objective** | | | |
| **To become a better and more successful and outstanding individual in every aspect of my life moving ever forward.** | | | |
| **Technical Skills/Proficiencies** | | | |
| * *Accounting – Peachtree, computerized & manually* * *General office duties* * *Payroll* * *Human Resources duties* * *Training of new employees (administrative)* * *Correspondences* | | | |
| * *Administrative & Secretarial* | | | |
| * *Customer Service etc.* * *Managing and running an office* * *Monthly, Quarterly and annual taxes, Vat, NIS* * *Preparing all books for audit* * *Imports* * *Accounts payable & Accounts receivables* | | | |
| **Experience** | | | |
| **[Jan 2009]–August 2014** | **Larry’s Tint & Signs Ltd** | | Chaguanas  *Reported to:* ***Farooz Mohammed***  *686-9788* |
| **ADMINISTRATIVE ASSISTANT** | | | |
| * *General Office duties, Payroll, Peachtree Accounting, Book Keeping, Spreadsheets, Filing, VAT, NIS, Health Surcharge, Cashing, Invoicing, Costing, Purchasing & Imports, all business correspondences etc.* | | | |
| **[Feb 2008]-[June 2008]** | **C&Z Engineering** | | Couva  *Reported to:* ***Marlene Zumkeller*** |
| **ADMINISTRATIVE OFFICE CLERK** | | | |
| * *General Office Duties* | | | |
| **[April 2005]-[Jan 2008]** | **Krishna Gosine General Spare Parts Ltd** | | Carapichaima  *Reported to:* ***Ramaish Gosine***  *673-3202* |
| **OFFICE ADMINISTRATOR** | | | |
| * *General Office Duties, Payroll, Peachtree Accounting, Book Keeping, All company taxes, customer service, etc.* | | | |
| **Education** | | | |
| ***COUVA GOV’T SECONDARY*** |  | | ***1998-2003*** |
| * *Mathematics – Grade 2* * *English A – Grade 1* * *English B – Grade 3* * *Principles Of Accounts – Grade 3* * *Principles Of Business – Grade 2* * *Integrated Science – Grade 2* * *Office Procedures – Grade 1* * *Typewriting – Grade 2* | | | |
| ***\*\*\* PRESENTLY PURSUING (Jan 2010 to Present)*** *-* **CTSCBCS** (CTS College of Business and Computer Science) ***Association of Business Executives ( Business Management) –****B.B.A (Bachelor of Business Administration)* | | | |
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| **\*\*\* CERTIFICATES\*\*\* :-**   * **Certificate in Advanced Computer Literacy** *– Microsoft Office Suite, internet, etc.* * **Certificate of Participation in Administrative Professional Secretary** * **Diploma in Association Of Business Executives** (Business Management – **Level 4**)   *Introduction to Business*  *Introduction to Accounting*  *Introduction to Business Communications*  *Introduction to Quantitative Methods*     * **ASSOCIATE MEMBER ASSOCIATION OF BUSINESS EXECUTIVES –**   **Higher Diploma in Association Of Business Executives** (Business Management – **Level 5**)  *Quantitative Methods for Business Management*  *The Business Environment*  *Financial Accounting*  *Marketing Policy Planning and Communication*  *Organizational Behaviour*  *Human Resource Management*  *Economics For Business*  *Managing the Customer Relationship* | | | |
| **REFERENCES** | | | |
| Farooz Mohammed  Director/Former Employer (Larry’s tint & Signs Ltd)  686-9788  Mr. Harnarine Ramsamooj  Philippine Road, San Fernando  Business Owner  705-8109/721-0171 | | Mr. Nemchand Ramdial  Senior Project Officer  WASA (Trincity Regional Office)  473-6118 / 374-8106 | |