# KERON BROWN

Building 5, Apartment 1-2 West, Everglade Avenue, Maloney Gardens, D’Abadie

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## PERSONAL

## Date of Birth: October 17, 1989

## Marital Status: Single

### CAREER OBJECTIVE CUSTOMER SERVICE

### PROFESSIONAL EXPERIENCE

26/08/2010 – PRESENT **MINISTRY OF EDUCATION**

**Finance and Accounts Division**

***Clerk I Ag Clerk II***

* Entering all incoming documents
* Updating of NIS statements for public officers and teachers
* Preparation of all NIS Benefits relating to the Ministry of Educaton (Retirement, Maternity and Sickness).
* Answering phone/Customer Service

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## EDUCATION

09/2006 – 12/2009 **SCHOOL OF ACCOUNTING AND MANAGEMENT (SAM)**

* NCC International Advanced Diploma in Computing
* NCC International Diploma in computing

09/2001 – 06/2006 **St. James Secondary School**

* GCE ‘O’ Levels / CXC / CSEC:
* Mathematics G3
* English Language G3
* Principles of Business G2
* Integrated Science G3
* Spanish G3