**Résumé**

**Name:** Ariel Felix

**Address:** #16 Dookie Street, Penal.

**Telephone Number:** 397-0422/ 781-0097

**Email Address:** [arielfelix1@outlook.com](mailto:arielfelix1@outlook.com)

**Date of Birth:** 5th May, 1994

**Objective:** To grow and learn as an individual adapting to the needs of a changing environment, while enhancing my skills in order to contribute to the success of your company.

**Schools Attended:** Palo Seco Secondary School

2006- 2011

**Qualifications Obtained:**

**C.X.C O’LEVEL (CSEC)**

* Mathematics II
* English A II
* Principle of Accounts III
* Principle of Business III

**Work Experience:**

**Ministry of Tertiary Education and Skills Training**

2012-2014

Shiva Boys’ Hindu College

**OJT – LIBRARY ASSISTANT**

* Use Office Machines/ Equipment
* Statistical Reports
* Stock Taking
* Creating displays with regards to festivals and holidays

**Additional Information:**

* School of Practical Accounting

January 2014- May 2014

Certificate in Junior Accountant course

**Qualifications Obtained:**

Introduction to Computers B+

Microsoft Excel A+

Peachtree Accounting A

Hands-on A+

Practical Accounting PASS

**References:**

Miss Lesley-ann Alleyne

School Teacher

771-5917

Mr. Dexter Sakal

Principal

Shiva Boys’ Hindu College

354-5971

Lisa Delphio

Secretary

Penal Community Centre- Community Development

785-6208/ 308-0243