STARLA ALLAHAR

LP 51 College Road

El Dorado Road, Tunapuna

Phone: 1-868-349-4499

E-Mail: [S\_Allahar@hotmail.com](mailto:S_Allahar@hotmail.com)

OBJECTIVE:

To enter into a challenging capacity within a team environment, utilizing and building upon skills gained to make a positive impact within your company.

SUMMARY:

* Dependable, reliable and punctual
* Able to learn quickly and work as a team player
* Resourceful and highly self-motivated
* Excellent communication and time management skills

EMPLOYMENT:

Oct. 2004 ~ Sept. 2012 Galleria Price Chopper

Toronto, Ontario

*Supervisor*

* Worked in cash office
* Open and close store
* Supervised nine cashiers on each shift and a total of 25-30 employees
* Dealt and resolved customer complaints and concerns
* Responsible for deposit at the end of the night
* Responsible for verifying all inquiries and price changes
* Responsible for hiring and dismissal of employees
* Created focus groups for employees to discuss problems and resolutions within the store
* Part of Joint Health and Safety Committee
* First-Aid Certified with Aquatic Development & Emergency Training

April 2013 ~ Present Ravi Ramsahai Fabricating & Maintenance Contractors

Enterprise, Chaguanas

*Personal Assistant*

* Screen telephone calls, inquiries and request, and handle them when appropriate
* Made decisions and delegated work to other employees
* Responsible for bank deposits, paying employees and collecting payment from clients
* Responsible for purchasing equipment and ensuring all equipment’s are in working condition
* Handled general day to day duties as requested

EDUCATION:

Sept. 2005 ~ Jan. 2006 Oakwood Collegiate Institute

Toronto, Ontario

*Robert Burke Law Office (Co-Op Placement)*

* Researched cases and attend court with Mr. Burke
* Acted as an agent on behalf of the firm when attending court unaccompanied
* Met with clients to discuss their cases

Sept. 2004 ~ June 2005 Oakwood Collegiate Institute

Toronto, Ontario

* Completed secondary school and received Ontario Secondary School Diploma

Sept. 2001 ~ May 2003 John Adams High School

Queens, New York

*Mock Trial Team Founder and Leader*

* Recruited and trained a team of twelve based on their qualifications of law
* Researched and prepared appointed cases
* Led team to final competition and qualified for state level competitions
* Prepared and acted the role of prosecution and defense lawyer

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*Ravi Ramsahai*

*Owner/Proprietor*

*Ravi Ramsahai Fabricating & Maintenance Contracting*

*Tel: 1-868-774-1653*

*Joannah Bharose*

*Communications Director*

*Tobago House of Assembly*

*Tel: 1-868-639-2709*

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