**EDUCATION / QUALIFICATIONS:**

**Currently:**

**COSTAATT – Management with Accounting (part-time)**

**UNIVERSITY OF THE WEST INDIES – SOUTH OPEN CAMPUS**

* Basic Computer Repairs & Maintenance

***Basic Graphic Designs***

***Computer Literacy Basic & Advance***

***Barrackpore Secondary Comprehensive School*** (September 2004 – June 2009)

*Subjects*                                            *Grades*

* Mathematics 2
* English A 2
* Office Administration 2
* Electronic & Document Preparation Management 2
* Information Technology 3
* Integrated Science 3
* Principles of Business 3
* Principles of Accounts 3

**EXPERIENCE:**

Elite Fitness Gym – Clerical

* Cashing using Peachtree
* Entering member’s information and filing
* Renewing and creating member’s ID

Front Desk Receptionist / Accountant – Debe Medical Clinic

* Answering telephone
* Scheduling appointments
* Ordering Medications
* Payable / Receivables
* Medical Forms
* NIS / Salary

**REFERENCE:**

Dr. Dhiyan Mahabir

Debe Medical Clinic

#31 Debe Main Road

Cell - 683-3253

Verisha Mohammed

Accounts Assistant – IAL Engineering Services Ltd

Cell – 382 - 1917