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| **SHENEIL RAMDIN** | | | |
| **#192 GULF VIEW, LA ROMAIN** | | | |
| **+280-0932** | | | |
| [sheneil.ramdin@hotmail.com](mailto:sheneil.ramdin@hotmail.com)  Date of Birth: **2nd August, 1990.** | | | |
| Objective | A drive to succeed and become the best at whatever I may do. | | |
| Skills | * Excellent organizational skills * Strong customer relations skills * Computer proficiency * Data entry * Computer Literate | * Telephone answering * Word processing and typing * Exceptional Communication Skills * People Person * Accurate * Self Motivated and Leadership Abilities | |
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| Experience | CARMEN’S BEAUTY SALLON  Assistant (Summer and Christmas holiday 2005).  MEGA SUPPLIES/PRICE AND VALUE LTD  Sales Clerk (Summer and Christmas Holidays 2006) .  R.T JEWELLERS  Sales Clerk (Christmas holidays 2007).  REPUBLIC BANK LTD.  Administrative Clerk/Apprenticeship  TRINIDAD CONTRACTORS LTD  Administrative Clerk on Marine Port  TRAVTECH SECURITY SERVICES LTD  Senior Administrator Accounts Supervisor  FUENTES REAL ESTATE LTD  Personal Assistant/ Human Resource Officer | |  |
| Education **Qualifications** | CB’S KINDERGARTEN (1994-1995)  GRANT MEMORIAL PRESBYTERIAN SCHOOL (1995-2003)  SAN FERNANDO GOVERNMENT SECONDARY SCHOOL (2003-2008)  UWI OPEN CAMPUS (SOUTH) (2009-2010)  UWI OPEN CAMPUS (PRESENTLY)    CXC SUBJECT GRADE  MATHEMATICS 3  ENGLISH A 3  SOCIAL STUDIES 3  PRINCIPLES OF BUSINESS 3  HUMAN AND SOCIAL BIOLOGY 3  JUNIOR ACHIEVERS (2007)  YOUNG LEADERS (2008)  REPUBLIC BANK’S YOUTH LINK APPERENTICSHIP PROGRAM (2008-2009)  CERTIFICATE IN SMALL BUSINESS DEVELOPMENT.  CERTIFICATE IN HUMAN RESOURCE MANAGEMENT.  BACHELORS IN MANAGEMENT STUDIES. | |  |
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| References | MR. ANDRE RAGBIR  OPERATIONS MANAGER  E.A.R.T.H COMPANY LTD.  (680-1063)  DALE DEOBHAJAN  C.E.O  T.E.C SURPRESSORS CO. LTD  (370-4816) | | |
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