**SANDITA ANILA PATEL**

LP #83 Abass Avenue El Socorro Ext Rd #2, San Juan

Home Number: 674-2314 / Cell Phone Number: 309-1368

Email: [spatel1622@gmail.com](mailto:spatel1622@gmail.com)

**Objective:** To obtain a position where my knowledge and experience would be an

asset towards expanding the growth and enhancement of your organization.

**Experience:**

2013 – Present (Ministry Of Agriculture, Land Management Division, San Juan)

**Registry:**

* **Data Entry Clerk: -** receives data from supervising offices.

**-** enters data which is in conformity.

**-** perform system queries.

* **Office Support Duties:** **-** enters updates and retrieves simple data using personal computer.

**-** prepares routine correspondence, forms and reports.

**-** registers mail as directed.

**-**  locates, retrieves and files material in accordance with established

criteria.

**I.T Department:**

* **Information technical assistant –** provides computer operations and help desk services and support to computer users.

**Education:**

-CTS College of Business and Computer Science (June 2014 – Present)

* ABE Management Information Systems

-Caribbean Secondary Education Certificate (CSEC)

**Subject Grade**

English (B) 2

English (A) 3

Integrated Science 3

Principles of Business 3

**Courses:**

* Introductory course (ballroom dancing, salsa ,waltz ,meringue ,rhumba, cha cha)
* Indian Dance
* Dance

**Activities:**

* Gymnastics
* Swimming
* Cake Decorating
* Football

**Additional Skills:**

* Excellent oral and written communication skills.
* Excellent interpersonal and organizational skills.
* Excellent knowledge of the Microsoft Office Suite.
* Ability to multi-task and function with a fast paced environment.
* Ability to manage and continually improve one’s own performance.

**References:** Sieunarine Babwah Roma Hosang

Marine Engineer Accounting Assistant

Home Phone: 679-6464 Phone: 324-1624

Cell Phone: 769-0619