# CHARYSE SOOKRAM

277 GRANVILLE ROAD VIA POINT FORTIN

Telephone: 690-0283 / 790-3698

Email: charyse@outlook.com

## PERSONAL

## Date of Birth : February 28th 1990

## Marital Status : Single

### CAREER OBJECTIVE Teacher / Customer Service Representative

### PROFESSIONAL EXPERIENCE

12/2013 – 12/2014 **THE MINISTRY OF TERTAIRY EDUCATION AND SKILLS TRAINING (ON THE JOB TRAINING)**

***GATE E-Service Registration Officer***

* Registration of applicants for GATE Funding

09/2013 – 11/2013 **CENTRAL BANK OF TRINIDAD AND TOBAGO**

***Clerical Assistant***

* Document Control
* Filing of Legal Documents
* Recording of Legal Documents
* Answering the telephone

06/2012 – 08/2012 **POINT FORTIN LICENSING OFFICE (ON THE JOB TRAINING)**

***Clerk***

* Issuing of Provisional Permits and first time Driver’s Permit
* Renewal of existing permits
* Filing of application forms and scheduling dates for regulations and driving tests.

05/2011 – 08/2011 **PALO SECO CREDIT UNION**

***Customer Service Representative***

* Interview Applicants for Membership
* Complete Application Forms
* Process Documents for Membership
* File completed Documents pertaining to Transactions
* Answering Telephone and transfer Incoming Calls
* Prepare Bank/Embassy Reference Letters
* Interview Applicants and process Documents for Personal Loans
* Assist the Arrears Department in the Typing and Filing of Arrears Letters

05/2010 – 09/2010 **PALO SECO CREDIT UNION**

***Customer Service Representative***

* S/A

## 07/2007 – 10/2007 PATRICK GORDON’S CONSTRUCTION COMPANY LIMITED

***Secretary***

* Answer telephone and transfer Incoming Calls
* Writing and Issuing Employees’ Cheques
* Completing and Filing of Employees’ Weekly Timesheets
* Assist in the completion of Tender Documents

## EDUCATION

Present **THE UNIVERSITY OF TRINIDAD AND TOBAGO**

* Bachelor of Education

09/2007 – 06/2009 **POINT FORTIN SENIOR SECONDARY SCHOOL**

ADVANCED LEVEL UNIT 2

* Geography 4
* Communication Studies 3
* Biology 4

ADVANCED LEVEL UNIT 1

* Caribbean Studies 3
* Geography 4
* Biology 5

09/2006 – 06/2007 **POINT FORTIN SENIOR SECONDARY SCHOOL**

CXC

* Mathematics 2
  + English A 2
  + Chemistry 3
  + Spanish 3
  + Biology 3

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## 09/2001 – 06/2006 VESSIGNY GOVERNMENT SECONDARY SCHOOL

## CXC

* Mathematics 3
* English A 2
* Geography 3
* Biology 3

**SKILLS**

* Teaching Practice at Presentation College San Fernando
* Career Guidance Sessions with On The Job Training

**COMPUTER LITERACY**

* Microsoft Office Programmes – Word, Powerpoint, Excel, Publisher.

## ACCOMPLISHMENTS

* Work experience during summer vacations

## REFERENCES

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| --- | --- | --- |
| Name: Victoria Ashby  Phone Number: 653-1309 /  684-9765 | Name: Adesh Ramhit  Position: Procurement Engineer  Company Name: BG Trinidad and Tobago  Phone Number: 299-3952 | Name: Rajindra Benny  Position: Teacher iii  Mobile Phone: 377-3761  Email Address: rajjen@tstt.net.tt |