***DEIDRE HALL***

**Apt 004 Bldg. C, Powder Magazine Phase 1, St James**

**Telephone: 744-0822/393-9838/357-3840**

**Email:** [***deidre.hall52@yahoo.com***](mailto:deidre.hall52@yahoo.com)

**OBJECTIVE*: - To be a dynamic, efficient and highly productive individual, which will allow me to serve customers, not only in a highly professional manner, but also with the best knowledge and experience of the industries’ products and services.***

**EDUCATION:**

Four Roads Government Primary 1992-1999

Diego Martin Junior Secondary 1999-2002

Diego Martin Government Secondary 2002-2004 ***Secondary Education Certificate***

**PROFESSIONAL QUALIFICATIONS:**

COSTAATT 2013 ***B.A. Accounting and Management***

**SKILLS AND COMPETENCIES ACQUIRED:**

* Computer literacy skills (Knowledge of Microsoft office, Typing).
* Financial skills (Accounting, Handling of money, Problem solving skills, the ability to work with numbers and Strong analytical skills).
* Excellent oral and written communication skills
* Excellent Customer service skills
* Team building skills and the ability to work a part of a team
* Good Interpersonal skills
* The ability to work under stress

**WORK EXPERIENCE:**

2008-2015 **Citibank Trinidad and Tobago Limited**

Position- ***Bulk Teller***

* Counting and verifying bulk cash
* Making deposits and withdrawals to customers ’accounts (Cash and Cheques)
* Preparation of both local and foreign cheques
* Purchasing and selling of foreign currency
* Handling of customers queries (both internal and external)
* Processing of wire transfers and standing orders.

2007-2008 **First Citizens Bank**

Position- ***Cashier***

* Making deposits and withdrawals to customers’ accounts (Cash and Cheques)
* Purchasing and selling of foreign currency
* Handling of customers queries (both internal and external)
* Filling

2006-2007 **Grace Kennedy (Trinidad and Tobago) Limited**

Position- ***Customer Service Representative***

* Call center representative for ***Western Union Money Transfer***
* Filling of necessary documents
* Acting receptionist
* Receiving and verifying of quotations and receipts

**ACHEIVEMENTS:**

* ***Supervisors Award for excellent performance on the job received in both 2008&2010***
* ***Certified in Bread, Cakes and pastry making at YTEPP in 2008***

**HOBBIES:**

* Religious studies
* Walking
* Cooking

**REFRENCES:**

* Mrs. Verena Chang

Vice President-Human Resource Department

Citibank Trinidad and Tobago Limited

625-1046 Ext. 2161

* Mrs. Jenelle Brathwaite Israel

Pastor

Breaking D Silence Deliverance and Healing Ministry

379-0896