

**NADIA SINGH**

**Apt A9 Madoo Heights**

**El Dorado Road**

**Tunapuna**

689-3066 / 284-1566

**OBJECTIVE**

To obtain a position within your organization in which I will work effectively and efficiently alongside my co-workers and superiors. Also this will allow me to make great contributions towards the creation of an environment with the highest standards.

**Date of birth:** 30th January 1979

**Marital Status:** Common-law

**Education:** West End Academy September 1996- March 1997

Diego Martin Secondary School 1994 – 1995

Diego Martin Junior Secondary 1991 – 1993

Crystal Stream Gov’t Primary 1984 – 1990

**ACADEMIC QUALIFICATIONS**

**Diego Martin Secondary:**

Office Procedures – General – Grade II

Social Studies – General – Grade II

Principle of Business – General – Grade II

Typewriting – General – Grade II

Mathematics \_ General – Grade III

**West End Academy:**

Book-Keeping – Basic – Grade II

Mathematics – General – Grade III

**National Energy Skills Centre:**

Computer Literacy – Grade A

**Experience**

Farmers Supermarket

Jan 1996 - July 1997 - Cashier

* Replenishing of shelves

Royal Castle (San Juan)

Feb 1998 – August 1999 - Cashier

* Assistant cook

LJ Williams Ltd

Sept 1999 – Nov 2002 - Filling assistant

* Preparing of hampers
* Working in the staff shop
* Data Entry Clerk

Advantage Cellular

May 2010 - July 2012 - Customer service representative

* Preparing of daily sales and stock sheet

Auto Village Ltd (Bmobile)

Jan 2013 - Jan 2014

- Supervisor / CSR

* Purchasing
* Sales
* Ordering phones from CT
* Depositing Cheques
* Preparing stock sheets
* Assisting TTPOST with dispatching and receiving of mails and packages.

**References**

Karen Obrien

Accountant

LJ Williams Ltd

674-1600

Arnim Kennedy

777-8620

Manager

Auto Village Bmobile

Diego Martin

Lisa Hessick

Area Accounts Manager

Bmobile

681-3366