**Objective:** To be part of an organization where my knowledge, skills and experience will be utilized toward the upward movement of the company. To also be provided with an opportunity to use my creativity and flexibility to further enhance my career and gain additional work experience.

In addition, grasping opportunities that go above and beyond basic administrative tasks while undertaking multiple projects at once.

**Education:** Currently pursuing a Bachelor of Science Degree (Accounting)

The University of the West Indies- Open Campus

Padmore Street, San- Fernando.

January 2014 – Present

Anticipated Graduation Date: November 2017

Completed **Bachelor of Arts Degree in Education**

**(Business and Accounting)**

The University of Trinidad and Tobago (U.T.T.) - Corinth Campus

September 2009 – July 2013

Cumulative GPA- 3.24/4

**Advanced Level (GCE ADVANCED LEVEL)**

A’ Level Law

Marabella Senior Secondary

September 1998- June 2000

**Ordinary Level (CXC):**

Geography Mathematics

Principles of Business English Language

History Human and Social Biology

Educational Institute

September to November 2004

Certificate of Achievement in **Advanced** **Computer Literacy**

Add Tech Limited

July to August 2000

Certificate of Achievement in **Basic Computer Literacy**

**Work Experience:** Assistant Manager -Jorai’s General Construction

June 2004- January 2015

#385 Mayo Road, Mayo Village, Williamsville

Contact Number: 750-0642

* Orders and distributes office supplies while adhering to a fixed office budget.
* Answers and manages incoming and outgoing calls while recording accurate messages.
* Drafts biweekly time sheets for managers and employees.
* Completes data entry for all relevant information.
* Compiles company information and related material and distributed it to Clients and Government Agencies.
* Coordinates schedules and arranges meeting and travel calendars, including business and social events.
* Compiles annual recommendations for end of fiscal year budgets.
* Compiles Payroll
* Price Tenders for construction projects.
* Customer Service.

Vacation Trainee -The Public Transport Service Corporation

Old Railway Building, # 60 South Quay, Port- of – Spain

June 2012- September 2012

Contact Number: 623-2341

* Clerical Assistant
* Market Research
* Customer Service Representative

Sales Clerk- Sav Mor Drug Mart

August 2002 – March 2003

16 Main Road, Vistabella.

Contact No: 653-2477

Cashier/Sales Clerk

* Receive payments from for goods sold
* Receive and Price new products
* Customer Service

**Additional Skills:**  Typing speed 65 WPM

* Professional phone etiquette
* Excellent communication skills
* Database management
* Articulate and well-spoken
* Customer service-oriented

**References:** Ms. Rhonda Dookwah

Lecturer at the University of Trinidad and Tobago

Valsayn Campus

Contact No: # (Mobile) 688-4489

Contact No: # (Home) 640- 6252

Contact No: # (Work) 642-8888 Ext 29140

E-mail: [Rhonda.dookwah@utt.edu.tt](mailto:Rhonda.dookwah@utt.edu.tt)

[rddookwah@gmail.com](mailto:rddookwah@gmail.com)

Mrs. Zereena Ishmael

Grocery Proprietress

#346 Mayo Road,

Mayo Village,

Williamsville.

Contact No#: (Mobile) 348-9795

Contact No#: (Home) 656-1364