CURRICULUM VITAE

ALISA THOMAS - GIDDINGS

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ADDRESS : # 34 Sobo Circular Road, La – Brea.

Email Address : [alisathomasam@hotmail.com](mailto:alisathomasam@hotmail.com)

TELEPHONE No. : 383 - 3378

MARTIAL STATUS : Married

NATIONALITY : Trinidadian

CAREER OBJECTIVE :

To be a team player to achieve the required goal by making a positive contribution to the organization.

QUALIFICATIONS :

C.XC SUBJECT & GRADE

\* ENGLISH LANGUAGE 2

\* PRINCIPLE OF ACCOUNTS 1

\* PRINICPLE OF BUSINESS 3

\* TYPING 3

\* OFFICE PROCEDURES 2

\* OSHA 30HR GENERAL INDUSTRY

\* OSHA 30HR CONSTRUCTION INDUSTRY

\* OSHA 30HR MARITIME INDUSTRY

QUALIFICATIONS cont’d

\* CONFINED SPACES

\* PERMIT TO WORK SYSTEMS

\* ACCIDENT INVESTIGATION AND REPORTING

\* PLEA PASSPORT 10HR

\* FIREWATCH

\* FIRST AID, CPR & AED

\* NEBOSH GENERAL CERTIFICATE { PAPER 3 }

\* COMPUTER LITERATE

\* PEACHTREE ACCOUNTING

\* Holder of A Valid Driver’s Permit issued date 2006

WORK EXPERIENCE :

November 2010 – July 2011 PARTFINDER AUTO SUPPLIES

SALES CLERK & CASHIER

August 2006 – July 2010 CARIBBEAN SAFETY PRODUCTS

ESTATE CONSTABLE

November 1999 – August 2006 SECURICOR SERVICES LIMITED

ESTATE CONSTABLE

TELEPHONE / RADIO OPERATOR

IN – TIME OPERATOR

CLERICAL ASSISTANT

July 1998 – November 1999 BALLOON DECORS

SECRETARY & SALES CLERK

HOBBIES :

\* Floral Arranging

\* Decorating

\* Corresponding

\* Meeting People

\* Cooking

REFERENCES:

Mr. DEXTER MC GREGOR

Waddle St.

Santa Flora.

379 -1615

Mr. MARVIN FOSTER

TUCKER ENERGY SERVICES LIMITED

SUPERVISOR

387 – 2340