**ABIOLA CHARLES**

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**CHAGUANAS**

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**OBJECTIVE:** To use my knowledge, skills and past job experiences to positively contribute to any organization for which I am a part of.

**EDUCATION**

***CXC Subjects***

* ***English***
* ***Office Procedures***
* ***Principal of Business***

**Currently Pursuing**

* **Principle of Accounts**
* **Mathematics**

**CERTIFICATES**

**Multi Sector Training Programme (M.U.S.T.)**

* **Hospitality**

**WORK EXPERIENCE**

* **UNICOMER (2012- 2013)**

**Job Position: Call Centre Credit Clerk**

**Duties:**

* **Liaising with customers via telephone concerning outstanding payments**
* **Set deadlines for arrangements made by customers**
* **Allocate accounts to Bailiff**
* **Inform customer of the status of their accounts, promotions and provide advice accordingly.**
* **Meet deadlines and target allocated by manage to achieve full work satisfaction.**

* **DACHIN ENTERPRISE – Ruby Tuesday (2006-2008)**

**Job Position – Server**

* **Provide friendly efficient and effective service to customers**
* **Ensure proper maintenance of environment**
* **Responsible for handling cash transactions.**
* **RUG CITY 2001 CARPET (2006-2006)**

**Job Position - Part time**

* **Attended to potential customers to promote the items.**
* **Handle cash transactions, balancing and pricing of items.**
* **Inventory**
* **Ensuring items were properly suited for display and for sale.**

**REFERNCES**

* **Delicia Brown**

**Supervisor**

**Courts Credit Department**

**747-3215**

* **Ann Mathura**

**Assistant Manager**

**Rug City 2001 Carpet**

**671-7847**