**Fatimah Abdul-Waasi**

**Lp #2A Cemetery Street, Longdenville,**

**Chaguanas**

**348-4692**

[**fatimahwaasi@yahoo.com**](mailto:fatimahwaasi@yahoo.com)

**OBJECTIVE:** I aim to be part of an organization where my experiences

qualifications and skills are fully utilized to meet the needs of the

employer. Therefore I will ensure that productivity and efficiency is

properly achieved in my tasks and responsibilities.

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**DATE OF BIRTH:** 05th December 1992

**SEX:** Female

**EDUCATION**

1. University of the West Indies (UWI) –Presently pursuing

2014-2018

History

Bachelor Degree

2. UWI Open Campus, St Augustine

2012-2014

Communication Arts

Certificate

3. Aranguez Educational Secondary School

2010-2011

Caribbean Examinations Council (CXC)

4. Sangre Grande Government Secondary School

2005-2010

Caribbean Examinations Council (CXC)

**SUBJECTS ATTAINED**

Caribbean Examinations Council (CXC)

-ENGLISH A II

-INTEGRATED SCIENCE II

-CARIBBEAN HISTORY II

-PRINCIPLES OF BUSINESS II

-MATHEMATICS III

-SPANISH III

-SOCIAL- STUDIES III

**WORK EXPERIENCE**

1. **Xtra Foods**

Grand Bazaar and Chagunas Branch

November 2013- August 2014

Cashier

Duties: -completing cash transactions

-balancing cash registers

-checking and remaking cash floats

2. **Ministry of Finance**

Customs and Excise Division

Caribbean Airlines Bond

June 2013- September 2013

Clerical Assistant

Duties: -assisting custom officers and customers

-filing documents

-answering and receiving calls

-faxing and photocopying

3. **Ministry of National Security**

General Administration

Library

August 2011-June 2013

Clerical Assistant

Duties: -assisting employees with library material

-data entry

-maintain records of over dues, lost books and fines

-shelve and re-shelve print and non-print materials

-filing documents

-maintain the appearances of library

4. **Maxi Taxi Association Cafeteria**

July 2010-September 2010

Kitchen Assistant

Duties: -preparation of food and beverages

-health and safety practices

-stock taking and storage of stock

**SKILLS AND STRENGHTS**

Typing

Computer Competent

Excellent communication and interpersonal skills

Team player

Decorating

**REFERENCES**

Mr. Ricardo Guevara

Teacher III

Sangre Grande Government Secondary

794-3754

Mr. Hassan Ali

Teacher III

Sangre Grande Government Secondary

741-8579