**Keri-Ann Hayling**

**6A Apartment B Independence Square**

**Port-Of-Spain**

**Telephone: (868) 283-3261**

**Email:** [**keriannhayling@yahoo.com**](mailto:keriannhayling@yahoo.com)

**PERSONAL**

Date of Birth: October 15th, 1993

Marital Status: Single

**CAREER OBJECTIVE To succeed in an environment of growth and excellence and work in a company which provides me satisfaction and self-development and assist me to achieve organizational goals**

**PROFESSIONAL EXPERIENCE**

Feb2014-Present **NIKEISHA COOKE (PART-TIME)**

* Attendance of hall of justice, family court, magistrate & min to file legal documents
* Ordering office copies of deeds and other legal documents
* Applying for birth and death certificates
* Hand delivery of mail & attendance at post office
* Any other duty as assigned of attorney

Dec2012-Jan2014 **GARNETH BENJAMIN& VALUATORS ASSOCIATION**

***Typist***

* Preparation of Valuation Assessments for house &land
* Answering incoming telephone calls, taking messages and relaying messages to the said recipients
* Ordering of Office Supplies
* General Office Maintenance
* Preparation of Other Legal Documents:

-Affidavits

-Deed Polls

-Correspondence

-Emails

Aug2012-Dec2012 **BLACKMANN’S ACCOUNTING FIRM**

***Data Entry Clerk/ Typist***

* Organizing receipts brought in by customers
* Manual &Electronic data entry
* Calculating Expenses of customers
* Preparing Balance Sheets
* Basic book-keeping
* Basic Auditing

Oct2011-Dec2011 **MINISTRY OF PUBLIC ADMINISTRATION**

***Office Assistant (Registry Department S.A.T.D)***

* Scanning and uploading files for scholarship awardees
* Creating Folders to organise scholarship awardees info.
* Correspondence to scholarship awardees
* Contacting awardees via telephone to confirm appointments

July2009-Sep2009 **FIRST CITIZENS BANK (INTERNSHIP PROGRAM)**

***Customer Service Representative***

* Opening and closing accounts for customers
* Contacting customers to collect & issue credit cards
* Preparing bank drafts
* Introducing customers to tele-banking & mobile-banking
* Balancing A.T.M cards and Saving Books

**EDUCATION**

1998-2005 **ST. CATHERINE’S GIRLS’ ANGLICAN SCHOOL**

* S.E.A Examinations

2005-2010 **ST. FRANCOIS GIRLS’ COLLEGE**

* CXC Certificate
* Mathematics G2
* English A G1
* English B G2
* P.O.A G1
* P.O.B G2
* Inte. Science G2

**SKILLS**

* Excellent interpersonal skills
* Strong oral/ written communication and file management skills
* Excellent organizational skills
* Basic Accounting and book-keeping skills
* Strong Multi-tasking skills

**COMPUTER LITERACY**

* Microsoft Office 2010 (Completed a 2yr CXC syllabus in Information Technology)

**ACCOMPLISHMENTS**

* Certificate of Participation First Citizens Bank 2009
* Certificate of Merit for General Good Work 2007-2008
* Certificate of Membership Heroes Foundation 2007
* Certificate of Excellence Food & Nutrition 2006-2007

**REFERENCES** Fulton Wilson

Attorney at Law

Abercromby Street

Tele: 756-5193

Isha Waldron

Legal Secretary

Cecil H.A Pope Chambers

Tele: 361-8356/ 623-1202

Nikeisha Cooke

Attorney at Law

77 Woodford Street

Newtown, P-O-S

Tele: 733-2192