**CURRICULUM VITAE**

**NAME: Jameela Michelle Noel.**

**ADDRESS: #3 Gunness Trace Rock Road, Penal.**

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**OBJECTIVE**

To develop the knowledge, skills and abilities attained to positively contribute to the growth and development of the organization.

**PERSONAL**

Date of Birth - 4th November 1987.

Sex - Female.

**EDUCATION**

Siparia Senior Comprehensive School.

Southern Community College.

National Energy Skills Center.

P & R Learning Centre

**QUALIFICATIONS**

**CXC O’ Levels General Proficiency & GCE**

English Language II

Home Management II

Mathematics III

Integrated Science III

Social Studies III

Human and Social Biology D

**Computer Literacy**

**Office Administration**

**EXPERIENCE**

**Penal/Debe Regional Corporation (2006),**

**Clerical (R.T) Trainee,**

The execution of clerical duties such as typing, filing, answering phone and interacting with the public to compile relevant complaints.

**Mervyn Electrical Services Ltd. (2007) & (2009-2010)**

**Checker/ Clerical Clerk,**

Responsible for the evaluation and monitoring of employees working hours, keeping account of materials and equipment used and maintain precise documentation of these work related activities and also execute clerical duties efficiently

**Rons Marketing Company Ltd. (2007-2008)**

**Cashier/ Sales and Clerical Clerk,**

Tender customer’s purchases, balance cash, administer in marketing the firm’s products to help retain sales and also execute clerical duties efficiently.

**Pricesmart Membership Club. (2010-2013)**

**Cashier,**

Tender members’ purchases, balance cash and administer in marketing the firm’s products to help retain sales.

**REFERENCES**

Dr. Oumatee Nyoka Arjoon-Singh,

D.M.O – Family Practitioner,

Primary Care Surgeon

653-6333/647-2587/678-0273.

Mervyn Mohan,

Manager,

Mervyn Electrical Services Ltd

310-2866/647-6993

Sharon Phagoo,

Registered Nurse,

San Fernando General Hospital

771-5660