1. **OBJECTIVE**

My main objective is to add value to the existing team in the assigned position, thereby enabling the management team to accomplish organisational goals.

1. **EDUCATION**

1998 : Livingstone College, North Carolina, USA

Freshman courses completed

1975 : St Mary’s College, Port of Spain, Trinidad & Tobago

CSEC (CXC) English A. II, English B. III, Geography II, Mathematics I, Principles of Business II, Technical Drawing I,

(Cambridge) Economics D; Additional Mathematics E.

1. **TRAINING**

: In house training – BP Managerial Course, Inventory Monitoring and Maintenance; Payroll; Accounting; Weekly Reporting and Incident Reporting; Customer Service; OSHA Standards and Compliance.

1. **EXPERIENCE**

***Beyond Petroleum***

* As Manager –
* Supervision of forty plus employees
* Payroll preparation for employees
* Inventory analysis and maintenance
* Sales
* Purchasing

***Draftex Inc.***

* Worked on the production line for a specific part of a specific vehicle.
* Inventory management and distribution.
* Sale of car parts

: ***Sypher Solutions***

: As researcher – Proficiency in Microsoft - Word; Excel, PowerPoint, Publisher and Internet Research

***Livingstone College***

Library Services

***Agricola Credit Union***

As a vacation trainee – Customer Service Representative; Accounting; Loans Officer; Human Resource Officer; Cashier and Auditing

1. **PERSONAL ABILITIES**

* Acquired the ability to teach and train individuals
* To motivate others into accomplishing giving tasks
* Possess the ability to communicate technical information to individuals who are not so inclined with positive results
* Possess the ability to assess and work in a mechanically operational environment.
* Perform problem resolution mediation within the work place

1. **WORK HISTORY**
   * + - Agricola Credit Union Cooperative Society Ltd.

(July-August 1995)

* + - * Draftex Incorporation (1999 – 2002)
      * Beyond Petroleum (BP) (2002-2007)
      * Sypher System Solutions Ltd. (2006-2015)

1. **INTEREST AND HOBBIES**

Sports and Family Day related activities.

Table Tennis

Walk-a-ton

Going to the movies with friends and family

1. **REFERENCES**

Available on request

Lois Melville (Ms) Contact - 868 760 0557

Sharon Davidson (Ms) 868 477 8642

***Jeroen Mc Durmat Eve***