*P e r s o n a l I n f o r m a t i o n*

*Gender : Female*

*Nationality : Trinidadian*

*Age : 17*

*Date of birth : October 20th 1997*

***OBJECTIVE:***

*To obtain knowledge of the day-to-day work of a business through a part time job.*

***E d u c a t i o n a l B a c k g r o u n d***

* *Bourg Mulatresse R.C. School 2002-2009*
* *San Juan North Secondary 2009-2014*

**JOB EXPERIENCE**

*Mohammed’s Electrical co ltd counter clerk (part time)*

**Q u a l i f i c a t i o n s O b t a i n e d**

**Subject grade proficiency**

* *Information Technology Three (3) GEN*
* *English Two (2) GEN*
* *Biology Three (3) GEN*
* *Principles of business Two (2) GEN*
* *Social Studies* *Three (3)* *GEN*

**SKILLS**

* *Excellent communication skills*
* *Organizational skills*
* *Computer skills (Microsoft word, excel, and power point and the internet)*
* *Excellent creativity skills and quick learner*
* *Responsible,works well under pressure*
* *Good team player*

**C u r r e n t s t u d i e s**

*I am currently studying mathematics on weekends.*

**R e f e r e n c e s**

* *Marissa Ali*

*Address : #15 Real St, San Juan.*

*Profession : Assistant accountant*

*Mohammed’s electrical co Ltd*

Contact : ***(868) 638-5056*** *or* ***(868) 674-6850***

* *Kareem Williams*

*Address* : #33 Ballantyne Rd ,Five rivers Arouca

*Profession* : Police officer

*Cell contact* : **868-390-3468**