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**

1995 : St Mary’s College, Port of Spain, Trinidad & Tobago

**CSEC (CXC)**

English A,

English B

Geography

Mathematics

Principles of Business

Technical Drawing

**(Cambridge)**

Economics

Additional Mathematics

1. **TRAINING**

In house training – Sypher Systems Solutions,

Managerial Course,

Inventory Monitoring and Maintenance;

Payroll;

Accounting;

Weekly Reporting and Incident Reporting;

Customer Service.

1. **EXPERIENCE**

***Beyond Petroleum -***As Manager –

* Supervision of employees
* Payroll preparation
* Inventory analysis and maintenance
* Sales
* Purchasing

***Sypher Solutions-*** As researcher –

* Proficiency in Microsoft - Word; Excel, PowerPoint, Publisher and Internet Research

***Agricola Credit Union-*** As a vacation trainee –

* Customer Service Representative;
* Accounting; Loans Officer;
* Human Resource Officer;
* Cashier
* 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 workplace

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

Gerda Jules (Mrs) Contact 868 755 6187



**Jeroen Mc Durmat Eve**