**CURRICULUM VITAE**

**NAME:** Kristy Mootoo

**AGE:** 24

**DATE OF BIRTH:** 16th October 1990

**ADDRESS:** # 2 Watts Street, St. Augustine.

**SEX:** Female

**MARITAL STATUS:** Single

**PHONE:** 797- 4893

**SCHOOLS / INSTITUES ATTENDED**

**SCHOOL YEAR**

Avocat Vedic Primary School 1995 – 2002

Fyzabad Composite School 2002 – 2007

Personalized Computers Ltd. January 2008 – April 2008

Open Bible High School September 2008

UWI School of Continuing July 2008

Studies

En- Safe Health And Safety March 2010

Training And Consultancy Services

**QUALIFICATIONS**

**CERTIFICATE LEVEL GRADE**

Math CXC 5

English CXC 2

H.S.B CXC 2

Integrated Science CXC 3

Office Administration CXC 3

P.O.A CXC 5

P.O.B CXC 1

Electronic Document Preparation CXC 1

And Management

Microsoft Basic Computer Literacy

(Word, Excel, Publisher, PowerPoint)

Microsoft

(Word, Excel, Publisher, PowerPoint) Advanced Computer Literacy

Effective Business Writing Skills Proficiency Grade B+

Fire Watch Theory B Work Attitude 4

First Aid Certificate and Cards

General Industry En-Safe Health and Safety Training

And Consultancy Services

**WORK EXPERIENCE**

Trader's Club Store Attendant Gulf View

KrisSteph's Car Care (Family Business) South Oropouche

Keva's Marketing Supplies Pepper Village Fyzabad

**RECOMMENDATIONS**

Ms. Vanessa Dinnoo Owner/Manager 729- 9113

Keva's Marketing

Supplies