***Resume***

**Name:** Deanne Bennett

**Address:** #1 Ohio Drive Maturita Village, EMR Arima

**D.O.B:** 11 July 1987

**Telephone:**  354-0246

**Religion:**  Pentecostal

***Schools Attended***

Sangre Grande Junior Secondary

Guaico Government Secondary

Sital

***Qualifications***

Mathematics 3

English 3

Principle of Business 3

Social Studies 3

Computer Literacy B

***Work Experience***

**OJT- teaching Assistant and Clerical Assistant**

**Main Responsibilities**

* Filing and recording
* Answering Telephone
* Sorting stationery
* Assisting the teacher with classroom projects
* Taking minutes to meeting

**Subway- customer service representative**

**Main Responsibilities**

* Greeting customers in a pleasant manner
* Taking customer order
* Taking customer inquires
* Answering telephone and taking messages

**Courts Trinidad Limited- Cashier**

**Main Responsibilities**

* Processing monies on to customer accounts
* Maintain proper record for receipt for No book listing and receipts
* Maintain proper filing system for Daily cashier’s reconciliation, refunds, correction, cash and deposit bags
* Process credit/ debit cards payment
* Collect and counts funds accurately
* Answering phone in a timely manner and taking customers inquiries
* Finding suitable solution to customers concern
* Provide administrative support to the Administrator
* Advise customers to clear all outstanding arrears on their accounts
* Print daily reconciliation and attach supporting documents
* Bank off daily monies received and prepare deposit slip for administrator/ supervisor

Hosein’s Construction Limited – Site Clerk

* Receive material on site
* Give and receive back tool
* Make up workers time sheet
* Take down workers time in and out
* Put in requisition for materials and tools
* Keeping daily record of tool on site and sub-contractors