***Suresh Ramnath***

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**PROFESSIONAL OBJECTIVE**

A challenging position in a growth-oriented company, which will allow me to further my skills while advancing the goals of the company.

**WORK HISTORY**

**UTT POINT LISAS CAMPUS**

Receptionist (Campus Administration) Presently

* Facilitates queries and provides information and assist accordingly, including the booking of Campus/ building rooms and related facilities.
* Welcomes and directs visitors at assigned Campus/ building location.
* Receives, makes and transfer telephone calls for and on behalf of personnel.
* Maintains an internal directory of staff at assigned location on an-going basis.
* Provides general clerical support in the Administration of campus activities.
* Keeps abreast of University and campus activities.
* Performs other related administrative duties and participates in projects/ assignments as required.

Call Centre Clerk (Business Development & Marketing) April 2013- May 2014

* Make phone calls on behalf of UTT and other departments
* Provide information for clients/ applicants
* Update online information
* Facilitates queries and provides information and assist accordingly
* Attend to seminars on behalf of Business Development and Marketing
* Send reports to Superiors
* Supervise front staff
* Keeps abreast of University and campus activities.

**UTT SFTI CAMPUS** June 2012 - 2013

Administrative Clerk (Success Unit)

* Data entry of membership/accounts
* Manage shift
* Update Gym status
* Maintain duty and regulations for existing and new members
* Reporting to senior authority
* Collection of membership fees
* Submit account reports to Accounts department

**KAF ENTERPRISE LTD** October 2011 – February 2012

Office Clerk

* Balance sales sheet
* Filing and records keeping
* Supervise staff at front desk
* Implement and adherence of rules and regulations towards staff
* Calculate hours for wages/salary
* Ensure Clients Bill information are correct

**TOTAL SAFETY TRAINING INSTITUTE LTD** 2009 - 2011

Administrative / Reception Clerk

* Responsible for administration duties and quality assurance
* Prepare training material, filing and record keeping
* Answered phones and meet with customers
* Examination results confidentiality and counseling

**ROBIN’S CATERING SERVICES LTD** 2007- 2009

Canteen Manager

* Manage supplies and purchase orders
* Attend to customers on a daily basis
* Prepare work schedules and plan menus
* Ensure clients are satisfied and treated with respect

**EDUCATION AND QUALIFICATION**

BSc Environmental Health COSTAATT Currently pursuing

Speak Up! Public Speaking for Beginners UTT 2015

Problem Solving Skills UTT 2015

PHLEBOTOMY Training Program AMT Certified (CASMET) 2012

Life Skill Development National Training Agency 2012

World of Work Ministry of Labor 2012

First Aid / CPR American Safety & Health Institute 2010

Health and Safety NEBOSH 2006-2007

Spanish COSTAATT 2006-2007

Defensive Driving National Safety Council 2005

CXC – Six subjects

Mathematics, Biology, English, Integrated Science, Clothing and Textiles, Art and Craft

**VOLUNTEER**

* University of Trinidad and Tobago
* Trinidad & Tobago Trialathon Federation
* MTEST Career fair for secondary schools
* Ezechiel’s Children Home
* Green on the avenue
* Knowledge.tt
* Symposium on Student Engagement

**REFERENCES**

Dennison Poon Marion Diamond

Engineer Teacher 1

PETROTRIN, Pointe-a-Pierre Ste. Madeleine Secondary School

701-7469 790-0974