**Reema Nunes Resume**

Reema Nunes

605 Southern Main Road Rousillac, Trinidad

1-868-379-1023

**Experience**

Supervisor Data Entry, Persad's Investments Ltd , Main Road, Main Road.

2004-2006

Trained the customer service department on the different products and services provided by the company.

Trained the customer service on company policies and regulations.

Supported IT employees within the company.

Operated the cash register and handled return or exchange requests.

Described the financing options and handled the paperwork required for making a sale.

Kept proper inventory, and stock management

Manager, Bright Ideas ( Persad's Group Of Companies), Gulf City Mall, Gulf City

2006-2009

Duties Entailed: Hiring of staff, Training staff in proper customer service etiquette. Managing stock and placing orders. Making sure all employees follow company’s guidelines and polices. Balancing off daily sales and preparing cash deposits.

Customer Service Rep, Western Union, La Pique Plaza, San Fernando.

2009-2011

Duties Entailed: Providing excellent customer service. Handling of different currencies. Applying the knowledge of in house training on detecting counterfeit currencies. Detecting and reporting suspicious money laundering activity. Have little understanding of Spanish for dealing with foreign nationals. Balancing off daily transactions.

Operated the cash register and handled return or exchange requests.

Described the financing options and handled the paperwork required for making a sale.

Trained the customer service on company policies and regulations.

Manager, Phat & Fabulous, Main Rd Point Fortin

2013 – 2014

Duties Entailed: Providing proper staff training. Solving customer problems. Balancing Daily sales and bank deposits.

Keeping proper stock inventory and ensuring displays are effectively shown.

Making receipts for wholesale orders.

**Education & Training**

San Fernando Senior Secondary – 1993

Subjects Obtained: English A Grade II

YTEPP1995

Data Entry Course-Certificate

School for Higher Education-2010

Business Management - Completed 2 Subjects in this area: Accounts Grade A

Marketing Grade C

Erickson International College

Life Coach Certificate - Online Program- Presently

**References**

Raquel Burke

Manager – St Vincent De Paul Home, San Fernando

774-1212

Natasha Gibson

Owner – Phat & Fabulous, Point Fortin

392-2486