**JOY DAVID**

#41A Unit B Oropune Gardens, Piarco

688-3952/353-7248

joydavid77@gmail.com

**EDUCATION**  Rafeek Memorial Secondary (T.M.L.)

**Computers and Control** – Microsoft Office Word

**INTAD** – Certificate in Supervisory Skills and Management

**UTT** – Certificate in First Aid

**SITAL** – Certificate in Text Production

Diploma in Secretarial Administration

**SUBJECTS** Mathematics III

Social Studies III

English II

Integrated Science II

Human and Social Biology III

History III

**EXPERIENCE** **Ministry of Works and Transport**

Clerical Assistant

* Attending to visitors
* Answering telephone calls
* Retrieving incoming and outgoing mails
* Filing and photocopying documents

**Enviro Klene Ltd.**

Industrial Cleaner (Coca Cola)

* Keeps working areas in production departments of industrial establishment in a clean orderly condition
* Managing warehouse equipment
* Maintenance of heavy machinery and equipments
* Supervising workers, ensuring task is done and efficient

**SKILLS**  Good Communication Skills

Trained to work in the Industrial Environment

**REFERENCES**  David Kissoon

Service Technician

Caribbean Bottlers Ltd.

380-6305

Shastri Mohabeer

Administrative Assistant

Caribbean Bottlers Ltd.

396-5946