**Nadia Maharaj Dean**

Address: #12 Mausica Street, Arima, Trinidad.

Email Address: [maharajn18@gmail.com](mailto:maharajn18@gmail.com)

Telephone Contact: 379-2592(Mobile)/667-0623(Home)

Aim: To train to become an Administrative Assistant

Education:

2012-present Pursuing a certificate in Computer Literacy, Secretarial,

Peachtree Accounting at City&Guilds Centre (part time)

2011 **Ontario High School Diploma**

**Trillium International School-Chaguanas**

2007-2011 2010-2011-**Grade 12-**Courses: Mathematics, English,

Accounting, French, Philosophy, Learning-Strategies,

Computer Technology, Music.

2009-2010-**Grade 11**

Courses: Mathematics, English,

Enterprising Person, Literacy, Politics, Music,

Advanced Learning-Strategies, Canadian Geography.

2008-2009-**Grade 10**

Courses: Mathematics, English, Business,

Science, Art, History, Civics/Career Studies,

Individual&Family Living.

2007-2008-**Grade 9**

Courses: Mathematics, English,

Visual Art, Drama,

Physical Education, Science, Learning Strategies,

Geography.

2005-2007 **NORTH GATE COLLEGE-**

**Wilson Street, St Augustine**

[Forms 1-2]

2001-2005 **Eshe’s Learning Centre-Ariapita Avenue, Woodbrook**

Employment:

March 2012-April2012 Secured employment with SUBWAY and participated in

One week introductory employee training.

April 2012 – June 2012 Administrative Assistant-Engine Tech Company Limited

#12 Mausica Street, Arima.

July 2012-August 2012 Human Resource Assistant- Marketing & Distribution

Macoya Road, Trincity.

September 2012-October 2012 Cashier/Wrapper- Hi-Lo Food Stores

Broadway Street, Arima.

October 2012- present Administrative Assistant-Engine Tech Company Limited

#12 Mausica Street, Arima.

HOBBY Listening to music and interacting with people.