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# CURRICULUM VITAE

AKERA GILL

#26 Piedmont Park

Long Gap, Spooners Hill

St Michael

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​1­246­4254624

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**PERSONAL PROFILE:**

I am a very persistent, ambitious and determined individual. I also consider myself to be trustworthy, hardworking and willing to learn. Every task is carried out to the best of my ability with a guaranteed satisfied completion. I am totally capable of handling and managing my responsibilities. I always welcome every opportunity of meeting new people.

**SKILLS:**

**. Initiative and drive**

**. Teamwork**

**. Flexibility**

**. Professionalism**

**. Proactive within a working environment**

**. Excellent communication and organization skills**

## . Great with understanding and carrying out instructions

**WORK EXPERIENCE:**

**ZEPHRINS BAKERY cashier/merchandiser 2011-2012**

My duties were to ensure that the shelves were always fully stocked. A list of all stock to be ordered was to be made and handed over to the supervisor when necessary. Item checking and exchanges were also done by me.

***CHANNEL'S ENTERPRISE(SUPERMARKET) cashier 2012-2013***

The ringing up of any products a customer wished to purchase. Operating the register and accurately calculating prices to ensure that at the conclusion of my shift my earnings accurately match with that of the supermarket.

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**GOODWILL MEDICAL CLINIC receptionist 2013-2015(part-time)**

The retrieving and filing of patient records. Recording of information from new patients. Answering the telephone in a very professional manner, where I either transferred the call to the doctor or briefly took a message. Confidentiality was key.

***GOOD FAITH KIDS sales clerk 2013-2015***

I worked with the selling of children's articles of clothing. Each sale was to be recorded. Restocking of clothes racks were practically done every month. I was also responsible for the opening and closing of the store. A great level of customer service had to be shown.

**EDUCATION:**

Wesley Hall Infants and Junior School ­ 1998 to 2005

Combermere Secondary School – 2005 to 2010

***EDUCATION CERTIFICATES:***

***CXC LEVEL***

English 1- Grade 1

English 2- Grade 2

Mathematics- Grade 2

Social Studies- Grade 2

**REFERENCES:**

Keshia Annius

12468377995

Janette Lowe

12464385726

Yansha Hope

12464242179