**NATASSIA LAURA SERRETTE**

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**OBJECTIVES**

To obtain a challenging position, within an organization which would help not only improve my knowledge, skills and abilities, but allow me to develop innovative ideas to make a positive contribution to that organization.

**EDUCATION**

**Administrative Career Institute & Recruitment Agency**

Certificate Peachtree Accounting (Jan 22 2015)

**Private Classes 2011**

Mathematics **Grade III**

**Programme of Continuing Education and Training for Adults (NESC) 2010**

Clerk typist (**45 words per min**)

**Upper Level Educational Institute Limited 2002**

Computer Literacy **A**

**Complete Technology Solutions**

English language Grade III

**Chaguanas Senior Comprehensive 1998 – 2000**

P.O.A - **Grade III**, P.O.B – **Grade III**, Integrated Science – **Grade III**

**WORK EXPERIENCE**

**Caribbean Gold Buyers Limited Manager/Secretary 2011 – 2013**

* Duties:NIS, filing, payroll, paying of the rent, attending to the public, sales inventory, up keeping of customer’s log book and testing of gold

**Excellent Stores Limited** **Customer Sales Representative 08/2005 – 10/2010**

* Duties: Ordering of goods, attending to the customers, managing a particular section of the store