***ABIGAIL PHILLIP BAIN***

***#124 Golconda village, San Fernando | (H) 3047202| (C) 7991824 | kymainbain@outlook.com***

***Professional Summary***

***I promise to be an industrious and loyal employee and assist the department and the facility as a whole to achieve its goals and objectives.***

***Skills***

* ***MS Windows proficient***
* ***Quick learner***
* ***Professional phone etiquette***
* ***Excellent communication skills***

***Work History***

***DEPUTY REGISTRAR 09/2013 to 02/2015***

***MINISTRY OF LEGAL AFFAIRS  MT HOPE HOSPITAL -PORT OF SPAIN***

***Politely assisted customers in person and via telephone.***

***Doing registrations of Births and Deaths***

***Filing work at the end of the day***

***BLINK REPRESENTATIVE 2008/03 TO 03/2011***

***REGENCY RECRUITMENT / TSTT HEAD OFFICE  Maraval -Port of Spain***

***Answered an average of calls per day by addressing customer inquiries, solving problems and providing new product information.***

***Described product to customers and accurately explained details and care of merchandise.***

***Composed and drafted all outgoing correspondence and reports for managers.***

***CUSTOMS CLERK 03/2007 to 05/2007***

***CUSTOMS AND EXERCISE  PORT OF SPAIN***

***Composed and drafted all outgoing correspondence and reports for managers.***

***Oversaw daily office operations for staff of employees.***

***Entering information on a daily basis***

***Education***

***Cipriani College of Labor & Cooperative Studies - San Fernando 2010***

***Introduction's Resource Management***

***Modern Secondary School - San Fernando 2010***

***O level CxC: social studies G3***

***O level CxC: Office Administration G1***

***ST MICHAEL'S COMMUNITY COLLAGE - San Fernando 2006***

***O level CXC: English G2***

***O level CXC: Principle of Accounts G3***

***O level CxC: Mathematics G1***

***PLEASANTVILLE SENIOR SECONDARY - San Fernando 2004***

***O level CxC: Principle of Business G3***

***Certifications***

***INTRODUCTION TO HUMAN RESOURCE MANAGEMENT***

***COMPUTER CERTIFICATE***

***REFERENCES***

***NAME: ANISHA RAMJIT***

***Position: DEPUTY REGISTRAR***

***COMPANY: MINISTRY OF LEGAL AFFAIRS***

***PHONE: 3721281***

***NAME: KARLIESHA DOUGALS***

***POSITION: CUSTOMS BROKER***

***COMPANY: AERO MARINE***

***PHONE: 3896093***