Aaliyah Serrette

21 Forest Drive,

Bagatelle Road

Diego Martin

Phone Number: 287-2481

Email:aaliyahserrette@hotmail.com

Dear Sir/Madam,

I am currently seeking employment for a part-tine position and I am interested in anyposition at your establishment which best suites my qualifications. I will like to be considered as an asset to your establishment because I thrive in a professional, fast paced structure and team oriented environment. I am an honest, hardworking, diligent and energetic young woman with strong work ethic who will be very helpful in any given task assigned; I meet deadlines and take great heed in anything I do.

I would appreciate the opportunity to meet with you in person to discuss my qualifications and your firm's needs. Please feel free to email or call me (868-287-2481) anytime.

Sincerely

Aaliyah Serrette

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**Objective:** To secure a position with a stable organization, where I can be a member of a team and utilize my business experience to the fullest.

**Profile**: Hard Working, Enthusiastic and Innovative.

**Experience:**

**Island People Mas Camp**

* Decorating costumes
* Ordering Materials
* Distributing of costumes

**7 to 7 Hardware**

* Customer Service Representative
* Stock Management inclusive of Purchasing

**Costaatt**

* Gate Registration Officer and Clerical Officer
* Registering Students for Online Gate E Service
* Assisting in registry department
* Scanning Documents
* Filing
* Front Desk Duties
* Assisting Students with their Necessities

**Ministry of Tertiary Education and Training Skills**

* Gate Registration Officer and Clerical Officer
* Registering Students for Online Gate E Service
* Sorting Documents for Various Ministries
* Notifying It Technicians about Computer Complaints from Members of Staff
* Scanning &Printing Documents
* Creating Spreadsheets, Letters and Memos

**Ministry Of Trade, Industry, Investment and Communications (currently)**

Clerical Assistant: Registry Department.

* Receiving and Dispatching mail
* Classification
* File Making
* Maintenance of Files

Human Resource Department

* Filing
* Classification
* Receiving and dispatching mail

Office Management Department

* Inventory
* Stock Order
* Requesting quotes
* Filing
* Classification
* Liaising with Suppliers for goods
* Creating memos, Letters and requesting quotations

Receptionist Duties

* Receive, direct and relay telephone messages and fax messages.
* Pick up and deliver the mail to staff Members.
* Re-direct calls as appropriate and take adequate messages when required.
* Greet, assist and/or direct students, visitors and the general public.
* Perform other related duties as required.

**Extra Curriculum:**

* Proficient : Microsoft X.P, Word And Excel .(YTEPP)
* Clerical and Administrative Workshop
* Participation in Customer Service Course.(MTIIC)
* Basic Spanish course (MTEST)

**Education:** St Martins Girls High School. (2008 -2013)

**Qualifications:** CSEC/CXC:

English- 3

Principles of Accounts -3

Principles of Business -2

Office Administration -3

Electronic Document Preparation and Management -3

Spanish -3

Social Studies- 3

Food and Nutrition -3

**References:**

* Ms. Nekeisha Alexander

Assistant Manager

Phone: 768-7640

* Ms. Nicola Quong Sing

Teacher

Phone: 347-3367

* Mrs. Nalini Goindoo

Teacher

Phone: 347-9424