***CURRICULUM VITAE***

**NAME:** ALAINAMARIE DEOKIESINGH

**ADDRESS:** #1 QURRY ROAD, SIPARIA

TRINIDAD, WEST INDIES.

**TELEPHONE:** (868) 798-6082 or (868) 282-1261

**EMAIL:** amds1989@yahoo.com

**DATE OF BIRTH:** 24TH JULY, 1989

**AGE:** 26 YEARS

**STATUS:** SINGLE

**SEX:** FEMALE

**EDUCATION:** ERIN ROAD PRESBYTERIAN PRIMARY SCHOOL 1994-2001

PALO SECO GOVERNMENT SECONDARY SCHOOL 2001-2006

SIPARIA SENIOR SECONDARY SCHOOL JUNE 2006-DECEMBER 2006

**QUALIFICATIONS:** FIVE CXC PASSES WAS OBTAINED

ENGLISH 111

SOCIAL STUDIES 111

INTEGRATED SCIENCE 111

PRINCIPLES OF BUSINESS 111

AGRICULTURAL SCIENCE 111

**CERTIFICATES:** ADVANCE COMPUTER LITERACY: A

BUILDING ELECTRICAL ASSISTANT: 3

**WORK EXPERIENCE:** SALES AND MARKETING MANAGER AT PROCURE MANAGEMENT AND SERVICES LIMITED, PRINCES TOWN NOVEMBER 2014 – TO DATE

**DUTIES**: BILLING, FILLING, PURCHASING OF GOOD, SALES, CALLING CUSTOMES ON A DAILY BASIS, DATA ENTRY, PEACH TREE ACCOUNTING, MAKING SURE THAT EVERYTHING GO AS PLANNED FOR THE DAY

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\*ADMINISTIVE CLERK /CSR AT S&E SAFETY AND INDUSTRIAL SUPPLIES LIMITED LA ROMAINE : OCTOBER 2010- JANUARY 2012 AND JANUARY 2013 –AUGUST 2014

**DUTIES:** BILLING, PURCHASING OF GOODS, CALLING OF CUSTOMERS, FILING, DATA ENTRY& ANSWERING OF PHONE

\* SALES CLERK AT PENNYSAVERS SIPARIA: MARCH 2008- MAY 2010

**DUTIES:** ATTEDING TO CUSTOMERS, CHECKING STOCK & PACKING OF GOODS

\*CASH OPERATOR AT GOLDEN EAGLES RESTAURANT SIPARIA: MAY 2007- JANUARY 2008

**DUTIES:** UPDATING OF BOOKS & CASH RECORDS

\*OJT TRAINEE AT SIPARIA& ERIN HEALTH CENTRE 2006-2007

**DUTIES:** FILING, MAKING APPOINTMENTS, INTERACTING WITH PATIENTS AND ALSO ADMINISTRATION DUTIES ANSWERING OF THE PHONE & TAKING MESSAGES

**GROUP:** ELECTRICAL ASSOCATION FOR WOMEN (2006 TO DATE)

**POSISTION:** ASSISTANT SECRATERY (APRIL2010-2012) &AUDITOR (APRIL2012-2014)

**HOBBIES:** CRICKET, CARDS, POOL & FISHING

**REFERENCES:**\* MRS COUSILLA PHAGOO –DHV TEL# 740-5790

\* MRS ZANIMOON MEAJOHN- RETIRIED TEACHER TEL# 649-3309

\* MR DARRYL CORRIE- POLICE CORPORAL #12358