**KERIAN JACOB**

13 Springvale, Claxton Bay

PHONE: 393-8461 753-0550 EMAIL:kerianjacob@gmail.com

Age: 25 years(7/8/90)

OBJECTIVE

Customer Service Representative

EDUCATION

Couva Junior Secondary School

2002-2005

St.Patrick’s Catholic Secondary School (Abroad)

2005-2008

Modern Business School – San Fernando

2010-2011

WORK EXPERIENCE

***MARKETING AND DISTRIBUTION LTD***

*MACOYA*

*POSITION- IN STORE MERCHANDISER*

*2013-2014*

RESPONSIBILITIES:

* Keeping track of inventory
* Replenishing shelves
* Construction and deconstruction of displays
* Removing damaged or expired goods
* Ensure items are priced correctly
* Assisting customers and adressing customer complaints

***F.J (AUTO) SALES AND SERVICES***

*CLAXTON BAY*

*POSITION- ACCOUNTS CLERK*

*2012-2013*

RESPONSIBILITIES:

* Maintaining accounting records by making copies; filing documents.
* Maintaining accounting databases by entering data into the computer; processing backups.
* Preparing payments for signature
* Invoicing
* Managing accounts receivable and customer account collections
* Payroll
* Alternate for Receptionist
* Preparing Quotations

***NPMC SERVICE STATION***

*CROSS CROSSING, SAN FERNANDO*

*POSITION- SUPERVISOR*

*2010-2012*

RESPONSBILITIES:

* Resolve worker problems or collaborate with employees to assist in problem resolution
* Enforce safety rules and regulations
* Explain and demonstrate work tasks to new workers or assign training tasks to experienced workers
* Receiving of stock items if Manager is not present
* Balancing of books at the end of a shift

ADDITIONAL EXPERIENCE

**CCC** – *CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCE*

*Microsoft Word, Excel, Powerpoint, Icm*

*Graphic Design*

*2009*

*ADMINISTRATIVE CAREER TRAINING INSTITUTE & RECRUITMENT AGENCY -2015*

*Computerized Typing 100wpm*

*Administrative Assistant-Grade A*

References:

**Nickiea Benjamin**

Seepersad's Auto Services Ltd

Secretary

Claxton Bay (SMR)

**868-346-6286**

**Lisa Kin-Hoy**

FJ (Auto) Sales and Services Ltd

Accounts Clerk

Claxton Bay

868-378-2685