**Kisa**

## **Daniel**

#224 Cassava Drive, 

La Platta Gardens,

Valencia

1 (868) 348-0014

kisa\_daniel@yahoo.com

**PERSONAL PROFILE**

A well networked and highly successful professional with extensive customer service experience coupled with working towards set schedules and deadlines. A top-performer with track record of consistently meeting or exceeding goals and customer expectations. A team player equipped with polished communication skills: verbal, written, interpersonal, rapport building and presenting.

**PROFESSIONAL EXPERIENCE**

**Ministry of Rural Development and Local Government**

January 2013 to

January 2016

**Litter Prevention Warden**

• Enforcing the Litter Act 30:52

• Educating the public on litter offences and health hazards

• Maintaining a clean healthy environment

**Ministry of the People and Social Development – Division of Social Welfare**

March 2011 to March 2012

**Temporary Relief Clerk**

• Data entry

• Typing

• Filing

• Front Desk Operations

**Trinidad and Tobago Police Service – Transport and**

**Traffic Branch**

August 2010 –to January 2011

**Clerk/Typist**

• Typing confidential data

• Data entry

• Filing

**PROFESSIONAL QUALIFICATION**

September

2015 to

Present

College of Science, Technology and Applied arts of Trinidad and Tobago: 9-11 Melville Lane, Port-of-Spain

* Bachelor of Management and Entrepreneurship

September

2009 to December 2015

College of Science, Technology and Applied arts of Trinidad and Tobago: 9-11 Melville Lane, Port-of-Spain

* Associate of Science Degree of Business Management

March

2011 to January

2012

Caribbean Vocational Qualification - Youth Training and Employment Partnership Programme

* Data Operations

March

2008 to

July 2008

School of Practical Accounting and Accounting Services

* Advanced Practical Accounting

January

2008 to

Mach 2008

Sarah’s Educational Academy Limited: 5F Woodford Street, Arima

* Typewriting Certificate –First Class

September

2001 to

June 2006

Eldorado East Secondary School

* 8 Caribbean Examination Certificate O’Levels

**PROFESSIONAL SKILLS**



**HOBBIES:** Hiking, swimming, inspirational reading and cooking.

**REFERENCES:**

Ms Kristelle Meltz Mr Deon Hinds

Unicomer Water And Sewage Authority

276-9778 341-7958