NYOKA KIRTON

#319 Main Road,

Mayo Village,

Williamsville.

(868) 337-7560

[nyoka1995@gmail.com](mailto:nyoka1995@gmail.com)

SUMMARY:

An outgoing, enthusiastic and self- motivated individual, able to work in fast-paced and strenuous environments. Interpersonal skills allow for friendly communication with customers and colleagues. Seeking employment in the Customer Service/ Retail sector with a strong hope that the repertoire of skills that are offered deem beneficial to your establishment.

SUMMARY OF QUALIFICATIONS:

2012 C.S.E.C qualifications include:

* English Language (A) and Literature (B)- I
* Spanish and Biology- II
* Mathematics, Art, Geography and History- III

SKILLS & ABILITIES:

* Cash Management.
* Customer Service.
* Inventory/ Stock Control.
* Communicative skills

EXPERIENCE:

Cashier. May 2010- Feb 2011.

Claudette’s Cuisine, Mayo Village.

Duties include:

Cashing and packaging goods, managing inventory.

Salesclerk. Dec. 2012- Jan. 2013.

Westport Outlet, Gulf City Mall.

Duties include:

Greeting customers, answering relevant questions,

Providing retail options to customers.

Manager in Training, Cashier. May 2014- Nov. 2014.

Parkway Pharmacy, Cocoyea.

Duties include:

Cashing and packaging pharmaceuticals,

Administering several tests, managing inventory stock.

C.S.E.C Invigilator. May 2015- June 2015.

Ministry of Education, San Fernando.

Duties include:

Delivering and collecting exam papers,

Undertaking supervisory tasks.

C.S.A Cashier. June 2015- Sep. 2015.

J.T.A. Supermarket, Marabella.

Duties include:

Cashing items, administering sale refunds and replenishing lanes.

EDUCATION:

* Mayo Roman Catholic School, 2000- 2007

Mayo Village.

* St. Joseph’s Convent, 2007- 2012

San Fernando.

CSEC- 8 subjects including English and Maths

* University of Trinidad and Tobago, 2012- 2016

Corinth campus.

Bachelor of Education (B. Ed)

REFERENCES:

Ms. Stephanie McBurnie

Manager, J.T.A Supermarket.

658- 1425

Mrs. Claudette Salazar,

Owner, Claudette’s Cuisine.

351-6918