SUMMARY:

An innovative, self-motivated creative individual who enjoys working in an environment that stimulates growth and learning which consistently seeks to provide the highest levels of training and expertise.

**Professional Accomplishments:**

Education:

**Providence Girls’ Catholic High School (2005-2010) - CXC level**

SUBJECTS GRADE ACHIEVED

English Language I

English Literature II

Principles of Business II

Food & Nutrition II

Principles of Accounts III

Mathematics III

Information Technology III

**ABE Certificate in Business Management**

* Introduction to Business
* Introduction to Business Communication
* Introduction to Accounts
* Introduction to Quantative Methods

**Higher National Diploma in Media-** *Currently pursuing, 4th year at SBCS L.t.d*

Employment History:

**Papa John’s L.T.D- Main Office Curepe**

Data Entry Clerk (Part Time)

* Data entry using *Peachtree Accounting*
* Admin Assistant duties which includes sending fax and photocopying documents to send to relevant businesses.

**Car Search (I.S.S.L) L.T.D**

Data Entry Clerk/General Assistant: (1 year Contract)

* Data entry using *Microsoft Access and Microsoft Excel*
* Admin Assistant duties which include, making copies, sending mails and taking phone calls.
* Assisting in filing office.
* Updating Large Account Customers Database.
* C.S.R duties such as dealing with customers, collecting payments, calling customers about annual balances and vehicle routine check, calculating daily branch income and writing up service orders.

**Xappeal (Store, Long Circular Mall)**

Cashier/Sales Clerk- (13 months)

* Assisting and selling customers, followed by replacing goods from stock to put back on the floor
* Writing bills and handling cash, linx and visa payments
* Document new goods in terms of checking quality and quantity in reference to brands, style numbers and style details.

**Direcone (Call Centre Agent under TSTT)**

* Handle customer complaints
* Knowing and providing customer with any information regarding any products or promotions being offered
* Updating customer accounts with relevant information
* Creating profiles for new customers
* Providing accurate information on customer’s accounts in reference to billing, services, orders, complaint reports and requests for new/ upgrading/ downgrading services.