# Kurtis Chaitoo

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**Telephone:** 298- 5005

**Objective:** To utilize my key skills to benefit the business firm, while advancing my current knowledge of business. I will work dedicatedly to complete each and every problem I face in my tenure to ensure the growth of the company.

**Skills:** Good communication skills, excellent ability to adapt to difficult situations, capable problem solver, good organizational skills and a team worker.

**Education:**

* **College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) South Campus**

Associates Degree in Business Administration

September 2013- Present

* **Fyzabad Secondary School**

Caribbean Advanced Proficiency Examination (CAPE)

***CAPE Unit 1 2012***

Communication Studies (Grade 5)

Caribbean Studies (Grade 5)

Environmental Science (Grade 4)

***CAPE Unit 2 2012***

Economics (Grade 6)

Management of Business (Grade 4)

June 2010

* **Fyzabad Anglican Secondary School**

June 2010- Social Studies (Grade 2)

June 2010- Mathematics (Grade 2)

June 2010- English A (Grade 2)

June 2010- Geography (Grade 3)

June 2010- Integrated Science (Grade 2)

June 2010- Principles of Business (Grade 2)

**Past Experience**

June 2014 – September 2015 J.N.Harriman & Co. LTD

Billing clerk, Stores manager & Walk In sales

**References**

**Roger Rouse – Manager @ J.N. Harriman & Co. Ltd 778-9562**