Objective

To gain employment in your organization whereby improving my skills and qualifications.

Personal Profile

I am a self-motivated individual who loves the thrill of gaining knowledge. I am easy to work with, customer oriented, goal driven and have no problem following instructions accurately and completing my duties in a timely manner.

**Skills**

* Vast computer knowledge and ability to work with the latest software.
* Knowledge of Microsoft Office, Excel Word.
* Sharp thinking skills and ability to handle difficult situations.
* Ability to learn new skills at a fast pace.
* Excellent customer service skills.
* Willing to take on additional responsibilities.

Professional Experience

Cashier

Massey Food Store - Gulf View

November 2013-Feb 2014

* Attending to customers
* Handling all cash and credit card transaction
* Balance cash draw
* Assist customers with billing problems
* Checking lanes and restocking goods

**General Office**  **Clerk/Cashier - Guardian Media Limited - Chaguanas**

**August 2013-October 2013**

* Attending to customers
* Logging data
* Handling all cash and credit card transaction
* Making receipts
* Making calls to customers
* Transfer calls to department
* Filing Documents
* Photocopying Documents

**Customer Service Representative** –**DIRECTV TRINIDAD AND TOBAGO**

**October-2011-March 2012**

* Attending to customers
* Solving customers queries
* Making calls to customers
* Logging Data
* Filing/Sorting of Documents
* Photocopying Documents

Education

**Morden business schooL 2001-2002 O LEVELS**

ENGLISH ii

OFFICE PROCEDURES II

PRINCIPLES OF BUSINESS II

SOCIAL STUDIES II

**PRESENTLY PURSUING MATHS AND HUMAN AND SOCIAL BIOLOGY**

REFERENCES **MRS.KIZZY WILLIAMS**

**TEACHER III**

**BUENOS AYRES**

**POINT FORTIN**

**868-386-1447**

**MR .MARVIN ALEXIS**

**INSPECTOR/ PETROTRIN**

**VESSINGY VILLAGE**

**LA BREA**

**868-360-1749**