Nyola Joseph

#28 d Filtration Plant Road Guapo, Point fortin

Contact: 1-868-283-2709 Email: [nyolaj@hotmail.com](mailto:nyolaj@hotmail.com)

March 14th 2016,

To whom it may Concern,

The accompanying resume is in compatibility with my stature and qualifications. I strongly believe that I am a well-rounded individual, fit to comfortably lead every obstacle or position that I am made to take part by you my employer. Being a part of your fully established organization would help compel my current and future goals and endeavors. It would also assist me with developing my leadership and coaching skills while gaining experience.

I am currently advancing my level of education by A-level at Vessigney Secondary School after leaving Holy Faith Convent Penal in June 2015, where I attained 6 O- level subjects. While perusing my O-level subjects, I did an internship as an assistant secretary at one job location. After I graduated I was made eligible to work alongside the Manager at DH Technical Services Limited. Although I occupied the position for a relatively short space of time I attained my experience suitable for the position at hand at DH Technical Services Limited. DH Tech is a successful construction and rental company; renting equipment to various companies on a daily basis. My Job entailed dealing with customers, managing the rentals on the job and their drivers, while managing the administrative work amongst a very cohesive staff. I did all of this with the help of the Manager and Owner of the Company. As I continue my journey as a well guided individual loaded with ambition, I Nyola Joseph come to you for your recognition in hopes that I would be a success in attaining a position at your establishment. I would be even more elated to grasp any position outside my criteria as I am known and considered to be a quick and diligent learner. You are assured that I would be a profound asset to your team

An opportunity to meet with you to discuss my past experiences and encounters in the world of work would be greatly appreciated. I can be contacted at 283-2709 or [nyolaj@hotmail.com](mailto:nyolaj@hotmail.com)

Thank You,

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**#** Filtration Plant Road Guapo, Point Fortin

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**OBJECTIVE: To procure a challenging position within your organization that will allow me to become a part of the goals of your growing establishment.**

**EDUCATION**

* Holy Faith Convent, Penal Graduate Class of 2015 Trinidad and Tobago
* English
* Mathematics
* Biology
* Chemistry
* History
* Geography

**PROFESSIONAL EXPERIENCE**

**DH Technical Services LTD (Administrative Assistant) Jan 2015- Dec 2015**

Being a part of these establishments has;

* Strengthened my ability in billing and expenditure and account recordings, resulting in easy access to business profits.
* Set-up tender documents for employment and approval.
* Improved my typing accuracy.
* Increased my teamwork skills understand and contribute to the goals of the organization.
* Work productively in a team, view co-workers as equals.
* Sort Purchase orders and Delivery Notes
* Complied annual recommendations for end of fiscal year budgets.
* Contacted customers regarding unpaid and underpaid accounts to resolve any issues
* Prepared and distributed payroll for staff of up to 15 direct reports.

**Professional History**

* Experienced Office Manager with a strength in managing multiple projects simultaneously and fostering a cohesive staff. I demonstrate dedication to resolve each problem by following case ownership guidelines to ensure resolution
* Also I render knowledge and understanding of work instructions, procedures, and employee’s needs to follow-through in the daily work.
* Excellent written and verbal communication skills, able to analyze record for inputting and retrieval of data accurately.
* Capable of multitasking while meeting deadlines, setting priorities and paying close attention to details.
* Accurate keyboarding skills, experienced in Microsoft Office, Outlook, Power Point, Excel, Ability to work shifts including evenings, nights, weekends, statutory and religious holidays.
* Talent and desire for learning. Enthusiastic and well-organized Administrative Assistant with solid background in data entry, schedule management and event planning.
* Hard-working, multi-tasking Assistant with outstanding telephone, scheduling and documentation skills.
* Highly organized and meticulous individual with experience in corporate office settings. Administrative professional offering excellent communication and computer skills
* Talent and desire for learning.