Reshma Sookraj

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[r.sookraj@yahoo.com](mailto:r.sookraj@yahoo.com)

**EDUCATIONAL BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL ATTENDED** | **SUBJECT** | **GRADE** | **YEAR** |
| Private  Private  Cunupia High School  Cunupia High School  Cunupia High School  Private  Private | Mathematics  English A  I. Science  Technical Drawing  Social Studies  Chemistry  Biology | II  II  III  III  III  Pursuing  Pursuing | 2010  2010  2005  2005  2005  2016  2016 |

**ADDITIONAL SKILLS**

**COURSE**  **INSTITUTE** **GRADE** **YEAR**

* Computer Literacy NESC A 2005
* Practical Accounting SPA B+ 2008
* Book-keeping SPA B 2008
* Peachtree Accounting SPA B 2008
* Microsoft Office SPA A 2008
* Microsoft Excel SPA A 2008
* Office Skills & Procedures SPA A 2008

**WORK EXPERIENCE**

* **Brantec Ltd**

May 2015-Dec 2015

Office Assistant

Filing, Assisting Customers, Cashing, Answering Phone calls & Emails, Stock Checks.

* **Terranova Construction** May 2014- Dec 2014

Secretary/ PA

General Office Duties, Payroll, Meeting & Interacting with Tenants, Collection of Rent, Site Visits, Purchasing of Materials & Equipment, Answering Phone Calls & Emails.

* **Bhagan’s Drugs**

Dec 2010- Apr 2014

Pharmacy Assistant/Customer Service Representative

Assisting the Pharmacist in Dispensing Drugs, Cashing, Stock Check, Purchasing & Pricing of Goods

* **PS Operations (Pricesmart)**

Dec 2009- Dec 2010

Cashier

Cashing at the Warehouse, managing cash & float, Interacting with Members