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ANIESHA ROBERTS

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| **Objective** |  | **To do the best at what I do no matter the job.** |
| **Skills & Abilities** |  | |  |  | | --- | --- | | * Excellent Organizational Skills * Strong Customer Relations Skills * Computer Proficiency * Data Entry | * Telephone Answering. * Word Processing and Typing * Filing | |
| **Experience** |  | CSR-SUPERVISORBMOBILE – *CELLMASTER* LTD 2015-2016 TELEPHONE OPERATOR*Hilton Trinidad hotel and conference centre, port of spain* 2014 – 2015 Replenisher *HILO Foodstores, Western Main Road, Westmoorings.*  2013-2014 Assistant Hairdresser ***Soave Unisex Salon****, #10 Bergerac Road, Maraval.*  2011-2013   Sales Representative *Shoeland, Frederick Street, Port-of-Spain.*  2010-2011 Sales Representative *Fashion 1st Place, Queen Street, Port-of-Spain*  2009-2010 Secretary R. L. Ramcoomarsingh*, Attorney-at-Law.*  2007-2009 Customer Service Representative William H. Scott*, Independence Square, Port-of-Spain.*  2006-2007 |
| **Education** |  | Institute of Training and Development *Industrial AND BUSINESS Management.* 2013 Civilian conservation Corps.*Cosmetology- Distinction* 2009-2010 H.Y.P.E. *Construction TECHNOLOGY; grade 2* *Computer Literacy; grade 2* *MUSIC*  2005-2006 Malick Secondary Comprehensive.*Accounts; grade 3* *SOCIAL STUDIES; GRADE 2*  *ENGLISH; GRADE 2* |
| **References** |  | Roslyn Mohammed,*Attorney-at-Law.**Frederick Street,* *Port-of-Spain* *Phone: 625-5563.* **Richard Forteou.**  *Secretary.*  *Pantrinbago,*  *Park Street,*  *Port-of-Spain.* |