Dasha fortune

Andre Avenue, Marabella, San Fernando

868-366-9097

[daniella87@hotmail.com](mailto:daniella87@hotmail.com)

# Experience

*Royal* *Princess* *Casino* –Toruba San Fernando

Cashier – Feb 15th to 15th June

* Conducting money transactions both giving out and receiving cash, some being done via Linx machines on a daily basis. We also have to ensure that everything is balanced at the the end of each shift for smooth handover or closing shift The job is based on a shift system comprising of both daylight and night shifts.

*Southside Hardware Co Ltd (Jan 2015- May2015)*

Office Assistant

* Journal entries
* Balancing accounts
* Typing (using computer and typewriter)
* Conducting bank transactions
* Assisting with putting together tenders
* Doing up NIS, Green levy and tax payments (monthly)
* Calculating payroll

*DATSU - July 2014 – September 2014*

*Materials clerk*

* *Distribution and receiving of tools and consumables on a daily basis*
* *Maintaining stock levels*

*Reliability Maintenance Services Limited (RMSL)*

Materials clerk (shutdown) - 2013

* Distribution and receiving of tools on a daily basis
* Sorting and packing of both old and new tools

*Ministry of Community Development- Best Village (2012-2014)*

OJT- Office Assistant

* Typing
* Data entry
* Filing
* Field work
* Operation of office equipment – fax machine, photocopying machine among other things

# Education

The University of Trinidad and Tobago- Diploma in Fashion Management

Holy Faith Convent Penal

* Mathematics
* English A
* Visual Art
* Information Technology
* Principles of Accounts
* Principles of Business

Other

* STCW
* Osha card
* Plea Pass