T’shai Vincent

# 29 Church Street,

La Romain

San Fernando.

(1868) 395-4181

**Email:** [tshaivincent@yahoo.com](mailto:tshaivincent@yahoo.com)

**Skills:** Computer literate in Microsoft Office, Communication, Customer Service.

**Education/Qualifications:**

University of the Southern Caribbean (2015-2019)

Social Work (BSW)

Debe Secondary School (2010-2015)

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| --- | --- |
| **Subject** | **Grade** |
| Mathematics | I |
| English A | I |
| Principles of Accounts | I |
| Principles Of Business | I |
| Integrated Science | II |
| Economics | II |
| Office Administration | II |
| Spanish | III |

**Work Experience:**

Ministry Of Labour (Clerical Assistant)

Job Description: Despatching, Filing, Updating Books

April 2016- Present

NP Quick Shoppe Duncan Village (Cashier)

Job Description:

Cashing customers who desire to purchase items of the quick shop or who wish to purchase gas.

November 2015-March 2016

Compression and Power (Junior Accountant)

Job Description:

Writing Cheques, Filing, Preparing Invoices, Updating Books, and Copying Foreign Purchase Orders.

July 2015-October 2015

Len Hap Supermarket (Cashier)

Job Description:

Cashing customers who desire to purchase items

May 2015-July 2015

**References:**

Roy Sterlin

Police Officer

(868) 297- 4903

Suzana Callendar

Entrepreneur

(868) 720-6756