**OBJECTIVE**

**daniella DANGLADE**

**#58 Country Trace, Fanny Village, Point Fortin.⦁467-9101 / 287-9584⦁d2thelimit@yahoo.com.**

To achieve the highest standard of integrity and excellence within any organization

Attaining a positive interactive employer-employee relationship.

**MARITAL STATUS**

* Divorced

**DATE OF BIRTH**

* December 24th 1985.

**EDUCATION**

Pleasantville Senior Comprehensive⦁2000-2002

CXC O’LEVELS

* Mathematics 2
* English A 2
* Principles of Accounts 2
* Social Studies 2
* Office Procedures 2
* Principles of Business 3
* Spanish 3
* Typing 3
* Computer Literacy Certificate

**School of Business and Computer Science \* June 2009-December 2009**

**ABE LEVEL 3 Certificate in Business Management**

* Introduction to Accounting A - Distinction
* Introduction to Business B - Credit
* Introduction to Business Communications C - Pass
* Introduction to Quantitative Methods C - Pass

**EXPERIENCE**

Clerical Assistant⦁March 8th – September 7th 2006 \* Ministry of Education

Sutton Street, San Fernando. On-the-Job Training for six (6) months.

* Filing
* Telephone Communication
* Interfacing with the public
* Handling incoming and outgoing correspondence
* Routine Stock Maintainence
* Machine Operations
* Loan and Classification System for District’s Library

**Office Assistant \* January 15th 2007 – September 7th 2007 \* Ministry of Local**

**GovernmentConstituency Office of the Member of Parliament (PNM),**

**18-20 Wickham Street Point Fortin.**

* Filing
* Telephone Communication
* Interfacing with the public
* Handling incoming and outgoing correspondence
* Routine Stock Maintainence
* Machine Operations

**Bank Teller/Customer Care Coordinator/Customer Service Officer \***

**October 1st 2007 - March 8th 2013 \* Republic Bank Limited**

**12-14 Techier Main Road, Point Fortin.**

* Cashing&Teller Duties
* Service attendance to customers
* Filing/Handling Salaries/Back Office Transactions
* Organising Curricular Activities
* Marketing Sales
* Opening and Closing Accounts

**SKILLS**

* Editor of Christian Booklet entitled ‘The Journey’
* Public Relations Officer of ‘Aspiring Youths in Christ’ Youth Group
* Youth Leader of ‘St. Peter’s S.B Church Youth Group’

**REFERENCES**

* Germaine Ramsey

97 Jasmine Avenue

Southern Gardens

Point Fortin

1-868-380-3048

* Dolores Ferguson

#6 Sea View Drive

Bay View

La Romain

1-868-746-2280

* Clifton Thompson

#59 Main Road

Point Fortin

1-868-742-3574